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**Washington Military Department**



**WMD  
Risk**



*And*



**Safety  
Manual**

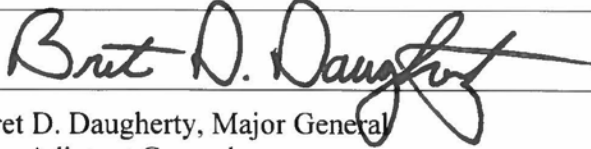
December 2014

**This manual supersedes any prior Risk and Safety Manuals, policies or procedures on these topics. If you have any questions regarding safety issues, contact the Risk/Safety Office.**

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**Unified Washington Military Department and National Guard Policy  
No. 13-04**

<b>Title</b>	Washington Military Department Safety Policy
<b>References</b>	Revised Code of Washington (RCW) Chapter 47.17 Public Highways & Transportation Washington Administrative Code (WAC) Chapter 173-303 Ecology Chapter 296-24 WAC General Safety & Health Standards Chapter 296-800 WAC Safety and Health CORE Rules Chapter 296-62 WAC General Occupational Health Standards Chapter 296-155 WAC Safety Standards for Construction Work Air Force Instruction 91-202 Air Force Policy Directive 91-2 Air Force Instruction 91-207 Army Regulation 385-10 Department of Defense Instruction 6055.1 Department of Defense Instruction 6055.04 Department of Defense Instruction 6055.07
<b>Cross-Reference Number</b>	RSM-603-13
<b>Information Contact</b>	Safety and Risk Program Manager (253) 512-7950 (WMD State) Safety and Occupational Health Officer (253) 912-3825 (WMD Army) Chief of Safety (253) 512-3265 (WMD Air)
<b>Effective Date</b>	September 15, 2013
<b>Revised</b>	September 15, 2013
<b>Approved By</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

**Purpose**

To establish a comprehensive safety program that reduces the risk of accidents, injuries and environmental hazards and provides guidelines that promote safety for Washington Military Department (WMD) employees.

## Scope

This policy applies to all federal and state employees of the WMD, to include both full-time and traditional members of the Washington (Army and Air) National Guard, State Guard, and WMD volunteers.

## Policy

This policy is intended to unify corresponding Department of Defense policies and procedures, with State of Washington's Safety policies and procedures to provide seamless guidance across all elements of the WMD.

The WMD will:

1. Appoint a Safety Officer for the Air National Guard, Army National Guard and State Services. These appointees will establish procedures for their respective organizations based upon their appropriate regulatory guidance.
2. Establish a safety program to protect employees, military staff, and volunteer workers from known or suspected hazards in order to provide a safe and healthy working environment.
3. Appoint / maintain a WMD Safety Council:
  - (a) Each State Division, the Army National Guard, and Air National Guard will appoint at least one Safety Council representative.
  - (b) Each state employee bargaining unit will elect or appoint one representative to the Council.
4. Conduct its mission safely and in a standardized fashion.
5. Strive to eliminate accidents and exposure.
6. Actively participate uniformly in natural disaster and fire drills.
7. Address recognized hazards from:
  - (a) Reporting and investigating accidents;
  - (b) Hazard reporting; and
  - (c) Inspections.
8. Control hazardous chemicals.
9. Protect against airborne / environmental exposures.

10. Render first-aid assistance.
  11. Mitigate and control losses in order to enhance employee morale, and increase operational efficiency.
- B. Safety Officers shall:
1. Ensure that WMD safety procedures or appropriate military regulatory guidelines are maintained at each Division worksite and for maintenance operations involved with construction and/or repair projects.
  2. Coordinate integrated training events at each Safety Council meeting.
- C. Every maintenance operation involved in construction projects and/or repair (see Definitions below) shall maintain a current copy of the Military Department's Safety Program and associated procedures or appropriate military regulatory guidance.
- D. Building Managers or trained designee shall conduct monthly safety inspections.
- E. The Safety Council or trained designee shall complete biannual safety compliance audits.
- F. The Safety Council shall maintain records of safety inspections and biannual audits.

## **Definitions**

**Construction Projects** – All or any part of excavation, construction, erection, alteration, repair, demolition, and dismantling, of building and other structures and all operations in connection with the excavation, construction, alteration and repair of sewers, trenches, conduits, pipe lines, roads, and the moving of buildings and other structures.

**Maintenance** – The work of keeping a building, machine, roadway, etc., in a good state of repair.

**Repair** – Restore a building, machine, roadway, etc., to an original state after damage or decay.

## Roles and Responsibilities

### A. Management

The Adjutant General (TAG)/Director of The Washington State Military Department (WMD) empowers all staff to work toward the goal of an injury-free and healthy workplace using strategic planning, creative teamwork, and effective safety and health training and communications.

WMD management will:

1. Set realistic goals for accident prevention and implement procedures to meet those goals.
2. Delegate authority to the operational supervisors and hold all employees accountable for accident prevention and reporting as outlined in this plan.
3. Require an ongoing vehicle safety program in accordance with the agency's policies and procedures.
4. Require cooperation of supervisors and personnel in emergency planning and evacuation drills.
5. Ensure compliance with the safety rules and the prompt reporting of all accidents.
6. Appoint management representatives to serve on the agency Safety Committee and to the committees in WMD locations outside Camp Murray (satellite locations).

### B. Supervisors

Supervisors are the vital link in translating safety policies and procedures into action. To meet this obligation, supervisors will:

1. Provide localized safety training for all their employees to ensure employees understand their roles and responsibilities.
2. Ensure all applicable safety and health rules, standards and procedures are observed.
3. Ensure each employee who operates a state-owned vehicle understands the state and agency rules and regulations regarding operation of vehicles for official business.
4. Ensure an employee receives adequate first aid or medical attention as the first action taken when an employee sustains an injury.
5. Conduct or arrange for investigations of accidents and/or near misses and ensure completion of the *Accident/Incident Report* form.
6. Review each incident with affected employees and witnesses, when possible, to learn how an accident or near miss happened and determine appropriate preventative measures.
7. Report the accident to the WMD Risk/Safety Manager, as soon as possible. (**NOTE:** By law, a fatality, or accident that requires employee hospitalization, must be reported to the Department of Labor and Industries within eight hours.)
8. Advise an injured worker that he/she should contact the Risk/Safety Manager for advice regarding stay at work, return to work, and reasonable accommodation options.
9. Maintain contact with the injured employee regarding their recovery. Keep a written record of such contact, indicating date and time. Keep the Risk/Safety Manager informed of the employee's progress.
10. Using the *Employer's Job Description* form, develop a light duty/transitional job description detailing the physical requirements of the job.
11. Conduct an investigation upon receipt of an Accident/Incident Report, if applicable.
12. Follow up and act on suggestions made by employees and the WMD Safety Committee.
13. Conduct informal 'tailgate' safety meetings in conjunction with other meetings.

### C. Employees

All employees are required to:

1. Read the WMD Safety and Risk Manual.

2. Perform their duties in accordance with all safety procedures and practices.
3. Use appropriate safety devices and ensure proper care of assigned Personal Protective Equipment (PPE).
4. Cooperate with co-workers, supervisors and the safety committee to assist in safe working conditions and the prevention of accidents. Safety suggestions should be submitted to your supervisor and forwarded to the WMD Safety Committee. Your safety committee representative is listed on the WMD intranet Safety page.
5. Report all observed potential or actual hazards to your supervisor and on the *Accident/Incident Report* form.
6. Participate in ongoing safety training as required.
7. Report immediately all accidents to your supervisor regardless of severity or type. (**NOTE:** Failure to report an industrial accident, occupational illness, or vehicle accident or equipment damage may be grounds for disciplinary action.)
8. Complete a *WMD Incident/Accident Report* form and provide it to your supervisor within 24 hours.
9. Promptly submit a *Vehicle Accident Report* form and a *WMD Incident/Accident Report* form when an accident occurs in either a state-owned or privately-owned vehicle. (**NOTE:** Employees must notify their supervisor within 24 hours of an accident occurring while operating their privately-owned vehicle on agency business.)

#### **D. Risk and Safety Manager**

The Risk/Safety Manager will:

1. Serve as an advisory member of the WMD Safety Committee.
2. Ensure all safety bulletin boards contain appropriate documents and information.
3. Maintain complete and accurate records of all occupational injuries and illnesses.
4. Ensure management is aware of occupational health and safety laws in order to keep WMD in compliance.
5. Assist in investigation of accidents or reports of hazardous conditions.
6. Review individual job procedures when identified as hazardous and recommend improvements.
7. Assist in health and safety inspections and workplace safety audits.
8. With the assistance of the Worker's Compensation Coordinator, monitor employee injury claims.
9. Develop Agency Risk Register which addresses safety/risk issues and recommends appropriate risk treatments

#### **E. Safety Committee**

The Safety Committee will:

1. Assist in accident investigations and analysis.
2. Conduct in-house safety and health inspections.
3. Receive, evaluate and make recommendations to management on employee safety suggestions.
4. Receive and review safety and health inspection reports and assist in correction of identified hazards or unsafe conditions and practices.
5. Evaluate accident investigations to determine if the cause of the unsafe acts or conditions involved were properly identified and corrected.
6. Promote employee involvement in Safety and Wellness awareness programs, publicize safety, and inform co-workers regarding Safety Committee activities.

# Safety and Risk Manual

## A. Orientation

All supervisors will conduct an employee health and safety orientation within an employee's first full working week. The orientation will be done for all employees who are transferred or promoted into a different office, as well. Basic safety orientation will include:

- Information on hazard communication requirements
- Building evacuation
- Back injury prevention (including proper lifting)
- Slip and fall prevention
- Use and care of Personal Protective Equipment (PPE) as required.

Supervisors will use the *Employee Safety Orientation Checklist* and the *Hazardous Substances Orientation Checklist* (Attachments) and check off the items as they are discussed, and have the employee sign. This checklist will be forwarded to the Human Resources Office for inclusion in the employee's personnel file.

Supervisors should show new employees how to access agency Safety and Health policies located on Inside WMD. Employees will be held accountable to follow these policies.

## B. Emergency Situations and Procedures

911 or 9-911 is the number to call in any emergency.

Each employee will receive a pamphlet entitled *Emergency Information*. This pamphlet contains general guidelines for various emergencies. Employees should read and be familiar with this pamphlet.

The *Employee Emergency Data Sheet* is to be completed by each new employee. Employees should update this form as needed and review for accuracy each year during the Performance Development Plan (PDP) evaluation process.

Persons needing medical assistance shall be treated in a safe, caring, and appropriate manner.

### Procedure for transporting individuals needing medical assistance

Action by	Action
Person first on the scene	<ul style="list-style-type: none"> <li>• Assess the situation and give basic first aid, as appropriate.</li> <li>• Call or have someone call 911 or 9-911 immediately when emergency medical attention is needed.</li> <li>• Give location and all necessary information to the emergency response personnel.</li> <li>• Make the injured person comfortable. If possible, get the injured person's name, division, supervisor's name and phone number.</li> <li>• Have someone go to escort medical personnel to the scene, if necessary.</li> </ul>
Person first on the scene	Provide medical personnel with information about the injured person and assist if requested.



Action by	Action
Medical personnel	Transport the injured person, if necessary. Supervisor or a witness to the injury should accompany or follow to the hospital.
Person first on the scene	Notify injured person's supervisor and Safety Office of the incident.
Injured person's supervisor	<ul style="list-style-type: none"> <li>• If the injured person does not want to be transported by medical personnel, a family member must be notified to transport the person. (NOTE: Due to liability issues, a co-worker should never transport an injured worker.)</li> <li>• Report the accident/incident to your HR Consultant.</li> </ul>
Injured person and/or supervisor	Fill out the WMD <i>Accident/Incident Report</i> form as soon as possible.

### C. First Aid

First aid kits that comply with the Division of Occupational Safety and Health (DOSH) are maintained in all WMD locations. Each location has a sign identifying where the first aid kit is located. Safety Committee members are responsible for keeping these kits in compliance with DOSH regulations. The main first aid kit for each location will have a portable blood borne pathogens protective kit attached.

All WMD permanently assigned vehicles and state employee occupied buildings are equipped with at least a 10-unit first aid kit. Division Directors are responsible to ensure first aid kits are maintained and equipped.

At a minimum, all first-line maintenance and construction supervisors will be certified in first aid. They will be expected to maintain a valid two-year First Aid/CPR certificate which will be tracked by the Department Risk Manager/Safety Officer. A trained and certified first aid person will be present at each work location during normal work hours. Sufficient persons shall be trained to meet or exceed this requirement. All other managers, state supervisors, and employees are strongly encouraged to be First Aid/CPR certified.

The safety bulletin boards list all employees in each location that have First Aid/CPR certificates. Safety Committee members are responsible to ensure the list is kept current.

### D. Safety and Health, Employee Right to Know/Understand Bulletin Boards

Clearly identified Safety and Health bulletin boards are available in each building or floor. The following items will be posted:

- Names/phone numbers of Safety Committee members for the area
- Emergency Information pamphlet
- Emergency evacuation routes for the area (if not posted in other locations)
- Most recent Safety Committee meeting minutes
- Job Safety and Health Law
- Your Rights as a Worker
- Notice to Employees – If a Job Injury Occurs
- Unemployment Benefits poster
- Equal Opportunity Employment is the Law
- Fair Labor Standards Act (FLSA)
- Federal Minimum Wage Poster
- Employee Polygraph Protection Act
- Family and Medical Leave Act (FMLA) of 1993

## **Safety Education Training**

The goal of safety education is to provide employees with the knowledge and skills necessary to perform their duties in a safe and productive manner. Ongoing safety education will be provided for all employees to increase their awareness of the factors that cause accidents and to increase acceptance of safety rules. Prevention is a positive, desirable, and an integral part of all activities.

Information regarding the agency's Return to Work (RTW) program, The Stay at Work (SAW) program and the Americans with Disabilities Act (ADA) will be provided during new employee orientation and as needed to keep employees informed of their rights and responsibilities.

Employees doing certain jobs are required by law to receive special safety training. The following training, compatible with the employee's duties and responsibilities, is mandatory:

1. Use and care of equipment, mechanical devices, machinery and vehicles common to a specific classification and preventative maintenance requirements necessary to ensure safe, reliable, cost-effective and efficient performance
2. Special instruction in appropriate lifting techniques for those employees required to lift more than 20 pounds on a regular basis
3. Worker actions that could create a hazardous situation
4. Chemical hazard communication (i.e. Your Rights as a Worker or HAZCOM)
5. First Aid/CPR training
6. Confined Space program
7. Hazardous Energy Control (Lock-out/Tag-out) program
8. Forklift Driver Safety certification
9. Hearing Conservation program
10. Respirator program
11. Defensive Driving program
12. Personal Protective Equipment
13. Fall Protection program

Information regarding mandatory training requirements is kept in the Risk/Safety Manager's office.

## **E. Vehicle Safety Education and Training**

Motor vehicle accidents are a major cause of injury and death in Washington. WMD has a Safe Driving program designed to increase awareness and reduce risks involved in vehicle operation.

The Safe Driving program consists of orientation for employees in general, regarding driving hazards, safe practices, and defensive driving skills. This training is required within the first six (6) months of employment for all employees who are required to drive a vehicle as part of their essential job function and meets the criteria set out in the agency's policy.

Employees operating special vehicles (i.e. forklifts, delivery, construction and maintenance vehicles) will be provided training on the safe operation of that vehicle. Supervisors are responsible for ensuring employees receive this formal training within appropriate time frames and according to legal requirements.

## **F. Reporting an Illness or Injury**

Use the WMD *Incident/Accident Report* form to report all work related illnesses, injuries or near misses to your immediate supervisor as soon as possible after the occurrence. Fill out the form even if there is no need for medical attention.

If professional medical attention is required, the health care provider must be advised if it is a work-related condition. The employee will fill out the Department of Labor and Industries (L&I) Report of Accident form and the health care provider will send the completed form to L&I.

### **G. Accident/Incident Investigation**

Supervisors are required to conduct an investigation as soon as possible after any accident/incident is reported. Safety Committee members should be available to assist supervisors in the investigation of any accident/incident.

The supervisor must complete the investigation, and forward the supervisor's portion of the WMD *Incident/Accident Report* form to the Risk/Safety Manager within twenty-four (24) hours of the accident/incident. By law, a fatality, or any accident that requires hospitalization of an employee must be reported to L&I within eight (8) hours.

Special procedures are required if an employee is involved in an accident in a state-owned or personal vehicle while on official state business. The employee must report the accident to their supervisor within twenty-four (24) hours.

The supervisor is responsible to ensure the employee:

1. Completes the accident form.
2. Follows the accident reporting procedures listed.
3. Secures the accident report completed by the responding law enforcement agency.
4. Secures any witness name(s) and address(s).
5. Provides any relevant information that could assist in preventing a recurrence.
6. Fills out the *Vehicle Accident Report* form if the employee was driving a state-owned vehicle.

### **H. Accident Prevention**

Accidents can be prevented. They do not happen without cause. The identification and elimination of "accident causes" are essential to accident prevention and control of losses.

Most accident causes are within our control. The three basic causes are:

1. Unsafe attitudes - Clear and open communication between management, first line supervisors, and employees along with effective training develops a safety conscious workforce.
2. Unsafe acts – These consist of operating equipment without authority; making safety devices inoperative; using unsafe equipment or not using equipment properly; failing to wear protective equipment; improper driving performance; lifting improperly or not obtaining help for strenuous tasks; etc.
3. Unsafe conditions – Hazards such as absence of guardrails; unguarded moving equipment; frayed electrical cords; slippery floors; etc. These can be controlled by proper care and attention by employees.

### **I. Elimination of Safety Hazards**

All employees shall follow guidelines governing workplace sanitation and housekeeping. Halls, corridors, entrances, walkways, driveways, exits, electrical panel servicing areas, and mechanical control areas shall be kept clear of obstructions and hazards.

When an employee discovers a hazard in the workplace, they must report it to their supervisor, fill out the WMD *Accident/Incident Report* form, and provide it to their supervisor. Supervisors will forward

the report to the appropriate person(s) for action.

Throughout the year, each division will have at least one in-house safety inspection, performed by the division safety committee representative and the Risk/Safety Manager. Results of the inspection will be reported to the Safety Committee.

The Risk/Safety Manager will audit various divisions and programs throughout the year to ensure compliance with existing regulations.

#### **J. Safety Committee**

The WMD Safety Committee is composed of two people from each division - one management-appointed member and one member elected by division employees. Employee-elected committee members serve a term of no longer than one year. If a vacancy should occur, another employee will be elected before the next committee meeting. The chairperson of the committee will be elected by the committee members.

The Safety Committee will meet on the fourth Thursday of each month. The length of the meeting is one hour, unless extended by a vote of the committee. The chairperson and committee members determine the agenda. The Risk/Safety Manager serves on the committee in an advisory, non-voting capacity.

The chairperson selects a committee member to take minutes and record attendance. Minutes and attendance records from each meeting are kept on file for at least one year. A copy of the current minutes will to be posted on all Safety & Wellness bulletin boards.

WMD worksites outside Camp Murray have their own Safety Committees. Membership consists of employee-elected and management-appointed representatives. Employee elected representatives must comprise at least 50% of the membership. The method for "voting in" employee representatives shall be determined by each location. Elected-employee members serve a minimum of one year. Locations outside Camp Murray that require satellite Safety Committees include:

- Washington Youth Academy
- Fairchild Air Force Base
- Yakima?

Minutes from these meetings are submitted to the Risk/Safety Manager.

#### **K. Wellness Program**

The purpose of the Wellness Program, as well as the agency's written policy, is to improve the health and wellbeing of WMD employees. The Wellness Committee meets on the third Thursday of each month. All employees are invited to participate and propose Wellness activities. A copy of the current minutes will be posted on the Safety & Wellness bulletin boards.

## **Claims Management Program**

### **A. Job-Related Injury and Workers' Compensation Benefits**

When a WMD employee suffers a job-related injury or is diagnosed with an occupational illness, all reporting and record-keeping procedures set out in this WMD Safety and Health Plan are required. This will be done to ensure that the employee receives all benefits and services available under the Washington Industrial Safety and Health Act and State Civil Service Rules.

### **B. Time Loss Compensation**

An employee who applies for workers' compensation because of a job-related injury or illness may receive time loss compensation. Supervisors should advise employees to contact the Risk/Safety Manager or Payroll office with questions regarding time loss compensation. These options are outlined in WAC 357-31-235.

### **C. Return to Work Program**

The purpose of this program is to assist an employee during recovery or rehabilitation from temporary disabilities by returning the employee to transitional (light duty) assignments. These temporary disabilities may be the result of injury, illness, work-related injury or occupational disease.

### **D. Stay at Work Program**

This legislatively-mandated program provides financial incentives for state agencies to provide light duty or transitional work to employees recovering from on-the-job injuries ([see EHB 2123](#)).

# Fall Protection Construction

**Date: October 1, 2014**

## **I. Purpose**

To protect WMD employees from occupational injuries by implementing and enforcing safe work practices which comply with Labor & Industries requirements.

## **II. Scope and Application**

This applies to all state employees, contractors, and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

## **III. References**

[WAC 296-155-24601](#)

[WAC 296-155-24603](#)

[WAC 296-155-24605](#)

## **IV. Roles**

### **A. Risk Manager, Manager:**

1. Facilitates employee and supervisor trainings on how to recognize fall hazards and the use of fall protection systems that include:
  - a. Types of fall hazards employees may be exposed to.
  - b. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.
  - c. Use and operation of controlled access zones, guardrails, and personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.
  - d. Role of each employee in the Safety Monitoring System (if one is used).
  - e. Limitations of the use of mechanical equipment when working on low-slope roofs (if applicable).
  - f. Correct procedures for equipment and materials handling, and storage and erection of overhead protection.
  - g. Employee Roles in alternative Fall Protection Plans (if used).
  - h. Fall Protection Standard Requirements.
  - i. WMD's requirements for reporting incidents causing injury to an employee.
  - j. Additional training shall be provided on an annual basis, or as needed.
2. Performs routine safety checks of work operations.
3. Enforces agency safety policy and procedures.
4. Corrects any unsafe practices or conditions immediately.
5. Maintains records of employee training, equipment issue, and fall protection systems used at WMD jobsites.
6. Investigates and documents all incidents that result in employee injury.

### **B. Employee:**

1. Understands and adheres to the procedures outlined in this Fall Protection Procedure.
2. Follows the instructions of their supervisor.
3. Notifies management of any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.

4. Reports any incident that causes injury to an employee, regardless of the nature of the injury.

## **V. Procedures**

### **A. Controlled Access Zone**

1. Defined by control lines consisting of ropes, wires, tapes, or equivalent material, with supporting stanchions, and shall be:
  - a. Flagged with a high-visibility material at six (6) foot intervals.
  - b. Rigged and supported so that the line is between 30 and 50 inches (including sag) from the walking/working surface.
  - c. Strong enough to sustain stress of at least 200 pounds.
  - d. Extended along the entire length of an unprotected or leading edge.
  - e. Parallel to the unprotected or leading edge.
  - f. Connected on each side to a guardrail system or wall.

### **B. Excavations**

1. Fall protection will be provided to employees working at the edge of an excavation that is four feet or deeper. Employees in these areas are required to use the fall protection systems as designated in this program.
2. Excavations that are four feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
3. Walkways that allow employees to cross over an excavation that is four feet or deeper shall be equipped with guardrails.

### **C. Fall Protection Systems**

#### **1. Covers**

- a. All covers shall be secured to prevent accidental displacement.
- b. Covers shall be color-coded or bear the markings "HOLE" or "COVER".
- c. Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
- d. Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.

#### **2. Guardrail Systems**

Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by the Risk Manager that erecting such systems will not cause an increased hazard to employees. The following specifications will be followed in the erection of guardrail systems. Top rails shall be:

- a. At least ¼ inch in diameter (steel or plastic banding is unacceptable);
- b. Flagged every six (6) feet or less with a high visibility material if wire rope is used;
- c. Inspected by a competent person as frequently as necessary to ensure strength and stability.
- d. Forty-two (42) inches (plus or minus three (3) inches) above the walking/working level; and
- e. Adjusted to accommodate the height of stilts, if they are in use. Mid-rails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the Fall Protection Standard.

Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.

#### **3. Personal Fall Arrest Systems**

Personal fall arrest systems shall be issued to and used by employees as determined by Responsible Person and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall be:

- a. Limited to the maximum arresting force of 1800 pounds;
- b. Rigged so an employee cannot free fall more than six (6) feet or contact any lower level;
- c. Able to bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3½) feet;
- d. Strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet (or the free fall distance permitted by the system, whichever is less);
- e. Inspected prior to each use for damage and deterioration; and
- f. Removed from service if any damaged components are detected.

All components of a fall arrest system shall meet the specifications of the Fall Protection Standard, and shall be used in accordance with the manufacturer's instructions:

- a. Dee-rings and locking snap hooks shall meet current ANSI or L&I standards
- b. Lifelines shall be designed, installed, and used under the supervision of the program's supervisor, protected against cuts and abrasions. Lifelines shall be equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.
- c. Self-retracting lifelines and lanyards shall meet current ANSI or L&I standards
- d. Anchorages must meet current ANSI or L&I standards

#### **4. Positioning Device Systems**

Body belt or body harness systems shall be set up so that an employee can free fall no farther than three (3) feet.

#### **5. Warning Line Systems**

Warning line systems consisting of supporting stanchions and ropes, wires, or chains shall be erected around all sides of roof work areas.

- a. Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.
- b. The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.
- c. Stanchions of warning line systems shall be capable of resisting at least 16 pounds of force.
- d. Ropes, wires, or chains must have a minimum tensile strength of 500 pounds.
- e. Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.

#### **D. Protection from Falling Objects**

When guardrail systems are in use, the openings shall be small enough to prevent potential passage of falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.

1. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
2. Excess debris shall be removed regularly to keep work areas clear.



3. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
4. Stacked materials must be stable and self-supporting.
5. Canopies shall be strong enough to prevent penetration by falling objects.
6. Toe board erected along the edges of overhead walking/working surfaces shall be: capable of withstanding a force of at least 50 pounds; and solid with a minimum of three and a half (3 ½ ) inches tall and no more than one quarter (1/4 ) inch clearance above the walking/working surface.
7. Equipment shall not be piled higher than the toe board unless sufficient paneling or screening has been erected above the toe board.

**E. Changes to the Plan**

Any changes to the Fall Protection Procedure shall be approved by the Agency's Risk Manager and shall be reviewed as the job progresses to determine additional practices, procedures or training needs necessary to prevent fall injuries. Affected employees shall be notified of all procedure changes, and trained if necessary. A written Fall Protection Work Plan shall be maintained at the jobsite by the supervisor.

## Fall Protection - Maintenance and Operations

### Scope

All state employees and volunteers of the Washington Military Department (WMD). This policy does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

### Procedures

The following outlines the responsibilities and requirements.

Actor	Responsibility
Risk Manager	<ol style="list-style-type: none"> <li>1. Facilitates employee and supervisor trainings on how to recognize fall hazards and the use of fall protection systems that include:               <ol style="list-style-type: none"> <li>a. Types of fall hazards employees may be exposed to.</li> <li>b. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.</li> <li>c. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.</li> <li>d. Role of each employee in the Safety Monitoring System (if one is used).</li> <li>e. Limitations of the use of mechanical equipment when working on low-slope roofs (if applicable).</li> <li>f. Correct procedures for equipment and materials handling, and storage and erection of overhead protection.</li> <li>g. Employee Roles in alternative Fall Protection Plans (if used).</li> <li>h. Fall Protection Standard Requirements.</li> <li>i. WMD's requirements for reporting incidents that cause injury to an employee</li> <li>j. Additional training shall be provided on an annual basis, or as needed.</li> </ol> </li> <li>2. Performs routine safety checks of work operations.</li> <li>3. Enforces agency safety policy and procedures.</li> <li>4. Corrects any unsafe practices or conditions immediately.</li> <li>5. Maintains records of employee training, equipment issue, and fall protection systems used at WMD jobsites.</li> <li>6. Investigates and documents all incidents that result in employee injury.</li> </ol>
Employee	<ol style="list-style-type: none"> <li>1. Understands and adheres to the procedures outlined in this Fall Protection Procedure.</li> <li>2. Follows the instructions of their supervisor.</li> <li>3. Notifies management of any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.</li> <li>4. Reports any incident that causes injury to an employee, regardless of the nature of the injury.</li> </ol>

Objective	Requirements
Controlled Access Zone	<ol style="list-style-type: none"> <li>1. Defined by control lines consisting of ropes, wires, tapes, or equivalent material, with supporting stanchions, and shall be:               <ol style="list-style-type: none"> <li>a. Flagged with a high-visibility material at six (6) foot intervals.</li> <li>b. Rigged and supported so that the line is between 30 and 50 inches (including sag) from the walking/working surface.</li> <li>c. Strong enough to sustain stress of at least 200 pounds.</li> <li>d. Extended along the entire length of an unprotected or leading edge.</li> <li>e. Parallel to the unprotected or leading edge.</li> <li>f. Connected on each side to a guardrail system or wall.</li> </ol> </li> </ol>
Excavations	<ol style="list-style-type: none"> <li>1. Fall protection will be provided to employees working at the edge of an excavation that is four feet or deeper. Employees in these areas are required to use the fall protection systems as designated in this program.</li> <li>2. Excavations that are four feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.</li> <li>3. Walkways that allow employees to cross over an excavation that is four feet or deeper shall be equipped with guardrails.</li> </ol>
Fall Protection Systems	<ol style="list-style-type: none"> <li>1. Covers           <ol style="list-style-type: none"> <li>a. All covers shall be secured to prevent accidental displacement.</li> <li>b. Covers shall be color-coded or bear the markings “HOLE” or “COVER”.</li> <li>c. Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.</li> <li>d. Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.</li> </ol> </li> <li>2. Guardrail Systems           <p>Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by the Program Manager that erecting such systems will not cause an increased hazard to employees. The following specifications will be followed in the erection of guardrail systems. Top rails shall be:</p> <ol style="list-style-type: none"> <li>a. At least ¼ inch in diameter (steel or plastic banding is unacceptable);</li> <li>b. Flagged every six (6) feet or less with a high visibility material if wire rope is used;</li> <li>c. Inspected by a competent person as frequently as necessary to ensure strength and stability.</li> <li>d. Forty-two (42) inches (plus or minus three (3) inches) above the walking/working level; and</li> <li>e. Adjusted to accommodate the height of stilts, if they are in use. Mid-rails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the Fall Protection Standard.</li> </ol> <p>Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.</p> </li> <li>3. Personal Fall Arrest Systems           <p>Personal fall arrest systems shall be issued to and used by employees as determined by Responsible Person and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall be:</p> <ol style="list-style-type: none"> <li>a. Limited to the maximum arresting force of 1800 pounds;</li> <li>b. Rigged so an employee cannot free fall more than six (6) feet or contact</li> </ol> </li> </ol>

	<p>any lower level;</p> <ul style="list-style-type: none"> <li>c. Able to bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½ ) feet;</li> <li>d. Strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet (or the free fall distance permitted by the system, whichever is less);</li> <li>e. Inspected prior to each use for damage and deterioration; and</li> <li>f. Removed from service if any damaged components are detected.</li> </ul> <p>All components of a fall arrest system shall meet the specifications of the Fall Protection Standard, and shall be used in accordance with the manufacturer’s instructions:</p> <ul style="list-style-type: none"> <li>a. Dee-rings and locking snap hooks shall meet current ANSI or L&amp;I standards</li> <li>b. Lifelines shall be designed, installed, and used under the supervision of the program’s supervisor, protected against cuts and abrasions. Lifelines shall be equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.</li> <li>c. Self-retracting lifelines and lanyards shall meet current ANSI or L&amp;I standards</li> <li>d. Anchorages must meet current ANSI or L&amp;I standards</li> </ul> <p>4. Positioning Device Systems Body belt or body harness systems shall be set up so that an employee can free fall no farther than three (3) feet.</p> <p>5. Warning Line Systems Warning line systems consisting of supporting stanchions and ropes, wires, or chains shall be erected around all sides of roof work areas.</p> <ul style="list-style-type: none"> <li>a. Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.</li> <li>b. The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.</li> <li>c. Stanchions of warning line systems shall be capable of resisting at least 16 pounds of force.</li> <li>d. Ropes, wires, or chains must have a minimum tensile strength of 500 pounds.</li> <li>e. Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.</li> </ul>
Protection from Falling Objects	<p>When guardrail systems are in use, the openings shall be small enough to prevent potential passage of falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.</p> <ul style="list-style-type: none"> <li>1. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.</li> <li>2. Excess debris shall be removed regularly to keep work areas clear.</li> <li>3. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.</li> <li>4. Stacked materials must be stable and self-supporting.</li> </ul>

	<p>5. Canopies shall be strong enough to prevent penetration by falling objects.</p> <p>6. Toeboard erected along the edges of overhead walking/working surfaces shall be: capable of withstanding a force of at least 50 pounds; and solid with a minimum of three and a half (3 ½ ) inches tall and no more than one quarter (1/4 ) inch clearance above the walking/working surface.</p> <p>7. Equipment shall not be piled higher than the toeboard unless sufficient paneling or screening has been erected above the toeboard.</p>
Changes to the Plan	<p>Any changes to the Fall Protection Procedure shall be approved by the Agency’s Safety Program Manager and shall be reviewed as the job progresses to determine additional practices, procedures or training needs necessary to prevent fall injuries. Affected employees shall be notified of all procedure changes, and trained if necessary.</p> <p>A written Fall Protection Work Plan shall be maintained at the jobsite by the supervisor.</p>

# Forklift Operator Safety

**Date: October 1, 2014**

## **I. Purpose**

To minimize employee injury and property damage by ensuring proper procedures and caution are used, and all Powered Industrial Truck (PIT) Operators receive ongoing training.

## **II. Scope and Application**

This applies to all state employees and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

## **III. References**

[WAC 296-56-6077](#)

## **IV. Procedures**

### **A. Training:**

A certified instructor selected by management shall conduct training for PIT Operators. A new operator must have a written evaluation or pass a test before being permitted to use a PIT (forklift, etc.) without continual and close supervision. A record of this training will be sent to the Risk Manager. Training will consist of:

1. Operation of a powered industrial truck under the direct supervision of a certified instructor who has the knowledge, training, and experience to train operators and evaluate their competence.
2. A combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.
3. Truck-related training topics include:
  - a. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
  - b. Differences between the truck and the automobile.
  - c. Truck controls and instrumentation: where they are located, what they do, and how they work.
  - d. Engine or motor operation.
  - e. Steering and maneuvering.
  - f. Visibility (including restrictions due to loading).
  - g. Fork and attachment adaptation, operation, and use limitations.
  - h. Vehicle capacity.
  - i. Vehicle stability.
  - j. Any vehicle inspection and maintenance that the operator will be required to perform.
  - k. Proper refueling and/or charging and recharging of batteries techniques.
  - l. Operating limitations.
  - m. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
4. Refresher training, including safety and an evaluation of the effectiveness of that training shall be conducted to ensure that the operator has the knowledge and skills needed to

safely operate the PIT. Refresher training in relevant topics shall be provided to the operator when:

- a. The operator has been observed to operate the vehicle in an unsafe manner.
- b. The operator has been involved in an accident or near-miss incident.
- c. The operator has received an evaluation that reveals that the operator is not safely operating the truck.
- d. The operator is assigned to drive a different type of truck.
- e. A condition in the workplace changes in a manner that could affect safe operation of the truck.
- f. Once every 3 years an evaluation will be conducted of each powered industrial truck operator's performance.

**B. Workplace-Related Topics:**

1. Surface conditions where the vehicle will be operated.
2. Composition of loads to be carried and load stability.
3. Load manipulation, stacking, and un-stacking.
4. Pedestrian traffic in areas where the vehicle will be operated.
5. Narrow aisles and other restricted places where the vehicle will be operated.
6. Hazardous (classified) locations where the vehicle will be operated.
7. Ramps and other sloped surfaces that could affect the vehicle's stability.
8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

**C. Safe Operating Procedures:**

1. Only authorized and trained personnel will operate PITs.
2. All PITs will be equipped with a head rack, fire extinguisher, back-up alarm and seatbelts.
3. Seatbelts will be worn at all times by the operator.
4. The operator will perform daily pre- and post-inspections.
5. Any safety defects (such as hydraulic fluid leaks, defective brakes, steering, lights, or horn, and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the PIT taken "Out of Service."
6. Operators will follow the proper recharging or refueling safety procedures.
7. Loads will be tilted back and carried no more than 6 inches from the ground. Loads that restrict the operator's vision will be transported backwards.
8. PITs will travel no faster than 5 mph or faster than a normal walk in high traffic areas.
9. PIT operators will wear hard hats in high lift areas.
10. Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
11. Passengers may not ride on any portion of a PIT.
12. If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) will be used.
13. Aisle will be maintained free from obstructions, marked and wide enough (six-foot minimums) for vehicle operation.
14. Lift capacity will be marked on all PITs. Operator will assure load does not exceed rated weight limits.
15. When unattended, PITs will be turned off, forks lowered to the ground and parking brake applied.

16. All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
17. Operators are instructed to report all accidents, regardless of fault and severity, to management. Management will conduct an accident investigation.
18. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.



## **Hazardous Communication (HAZCOM) Procedures:**

**Date: October 1, 2014**

### **I. Purpose**

To protect workers from the risks associated with exposure to chemical hazards.

### **II. Scope and Application**

This applies to all state employees and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

### **III. References**

WAC 296-800-1705

### **IV. Procedure**

#### **A. Inventory Lists**

An inventory list of the hazardous chemicals used by employees during their duties must be kept and maintained by the work unit's supervisor. This list will be maintained with the Safety Data Sheets (SDS).

#### **B. Safety Data Sheets (SDS)**

Will be kept and maintained by the unit's supervisor for each chemical used by the work unit. An SDS information notebook will be kept and maintained by the work unit's supervisor. Employees in the work unit will have easy access to the information and be shown where the SDS information notebook is located.

#### **C. Labeling System**

Each container containing hazardous chemicals must be properly labeled with the identity of the product, the hazard warning, and the name and address of the manufacturer. **All secondary containers** must be labeled with the identity of the product. The unit's supervisor is responsible to ensure proper labeling of containers. The labeling system must be consistent to the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals .

#### **D. Information and Training**

All new employees will be given a general orientation regarding their safety and Right to Understand (HAZCOM Program). The supervisor of the work unit is responsible to:

1. Review with a new employee the Employee Safety Orientation Checklist for Hazardous Substances; and
2. Identify hazardous chemicals the employee may be using as part of his/her job. This will be done **before** the employee begins working with any hazardous chemicals in the unit. A record of this training will be sent to the state Human Resource Office to be included in the employee's training profile.

#### **E. Ongoing Information and Training**

Unit supervisors will be trained regarding the introduction of new hazardous chemicals or change in procedures regarding the handling of hazardous chemicals. Employees must be made aware of where and how hazardous chemicals are to be used in their work areas and

where first aid supplies are located, i.e. eyewash stations, etc. They must also be informed of this written program and all the procedures listed above.

#### **F. Unanticipated Hazardous Material**

In the event that hazardous materials are encountered in the daily work routine that are not a normal part of the locations materials, i.e. discarded hypodermic needles, meth producing materials, etc... The following steps are to be followed:

1. Staff needs to mark and secure the area in which that hazardous material was found, allowing no one else to approach it.
2. Contact the Camp Murray Security Office, the Risk Manager, and CFMO/Environmental Program to report the findings.
3. The environmental shop then takes control of the situation and may ask the staff member to stay at the site until their arrival.
4. The hazardous material will be secured and removed by the environmental shop, or the Washington State Patrol will be contacted.
5. If staff themselves are injured or contaminated by the hazardous material, they are to follow the instructions of the environmental shop staff, and if necessary seek medical attention as with any other on-the-job injury.
6. Once relieved by the environmental shop, the staff member will continue their day's activities.
7. The environmental shop will appropriately dispose of the hazardous material if the WSP says it is not interested in the material.

# Hearing Conservation

**Date: October 1, 2014**

**I. Purpose**

To protect workers from the risks of excessive noise levels due to construction and maintenance activities.

**II. Scope and Application**

This applies to all state employees and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

**III. References**

[WAC 296-817-30005](#)

[WAC 296-817-30010](#)

[WAC 296-817-30015](#)

[WAC 296-817-400](#)

**IV. Roles**

**A. Risk Manager:**

Shall ensure:

1. The requirements in this Policy are met.
2. Noise assessments are completed.
3. At-risk employees receive training.
4. That only approved hearing protection equipment is selected and provided as indicated by completion of a Hazard Assessment Certification & Personal Protective Equipment (PPE) Selection Worksheet (MIL Form 906) that identifies the proper type of hearing protection equipment for each identified hazard.
5. Coordination with supervisors to implement the elements of this policy.
6. Employee training records are maintained.
7. Hearing conservation equipment is inspected and recorded on the PPE Inspection Record (MIL Form 908).
8. Equipment inspection records are retained for no less than 3 years.
9. At least annually evaluate overall policy implementation to determine the effectiveness of the Hearing Conservation program and that appropriate action is taken to correct defects found in the program.
10. Audiometric (hearing test) results are provided to the Human Resource Office (HRO) for inclusion in the Employee Occupational Health Record (EOHR).

**B. Supervisor:**

Shall ensure:

1. That adequate hearing protection is provided to employees while performing tasks in hazardous environments as identified in Table 1 of this policy and consistent with the results of the Hazard Assessment Certification & PPE Selection Worksheet (MIL Form 906).
2. All wearers of hearing protection apply appropriate care and use of the equipment on a daily basis.

3. Each piece of hearing protection equipment is inspected monthly to verify proper maintenance. Take action to confirm that equipment is used, worn properly and is in good working condition.
4. Periodic monitoring of work environments to evaluate:
  - a. Appropriate hearing protection equipment is selected for the hazard;
  - b. Appropriate use of hearing protection equipment under workplace conditions;
  - c. Hearing protection equipment maintenance; and
  - d. Wearer feedback as to the effectiveness of the Hearing Conservation program.
5. A copy of the manufacturer's manual is maintained for each make and model of hearing protection equipment being used, for reference by wearers.
6. That the service life of each piece of hearing protection equipment is not exceeded. Service life and maximum use limit information may be available in the manufacturer's manual.
7. Coordinate shop/department hearing conservation activity with the Risk Manager
8. Hearing protection equipment is maintained in a clean and sanitary condition and that storage locations are convenient to the work being performed.

**C. Employee:**

Shall:

1. Ensure the elements of this policy are followed when conducting activity in identified noise enhanced environments.
2. Attend mandatory Hearing Conservation training.
3. Obtain baseline audiometric tests at the time of employment and annually thereafter.
4. Participate in the worksite hazard assessment process and wear appropriate hearing protection equipment as indicated by the Hazard Assessment Certification & PPE Selection Worksheet (MIL Form 906).
5. Maintain hearing protection equipment in a serviceable and sanitary condition.
6. Inspect hearing protection equipment at least monthly.
7. Complete required training and inspection documentation.
8. Cooperate with the Hearing Conservation Program Administrator and supervisor.

**V. Procedure**

**A. Noise Control**

1. Determining noise level:
  - a. Noise in the workplace that interferes with people speaking, even at close range.
  - b. Information from the manufacturer of equipment used in the workplace that indicates high noise levels for machines in use.
  - c. Reports from employees of ringing in their ears or temporary hearing loss.
  - d. Warning signals or alarms that are difficult to hear.
  - e. Work near abrasive blasting or jack hammering operations.
  - f. Use of tools and equipment such as the following:
    - 1) Heavy equipment or machinery
    - 2) Fuel-powered hand tools
    - 3) Compressed air-driven tools or equipment in frequent use
    - 4) Power saws, grinders or chippers
    - 5) Powder-actuated tools
2. Monitoring Noise Level will occur utilizing only American National Standard Specification for Sound Level Meters S1.4.1984, Type 2 requirements for sound level meters and consistent with specifications outlined in WAC 296-817-30005. Make sure that noise dosimetry equipment meets these specifications:

- a. Dosimeters must be equipment class 2AS-90/80-5 of the American National Rule Specification for Personal Noise Dosimeters, ANSI S1.25-1991, such dosimeters are normally marked “Type 2”. Note: Make sure any dosimeter you use is Type 2 equipment that:
  - 1) Uses slow integration and A-weighting of sound levels.
  - 2) Has the criterion level set at 90 dB, so the dosimeter will register all noise above 80 dB.
  - 3) Has the threshold level set at 80 dB, so the dosimeter will register all noise above 80 dB.
  - 4) Uses a 5 dB exchange rate for averaging of noise levels over the sample period.
- b. Make sure that sound level meters meet these specifications:
  - 1) American National Standard Specification for Sound Level Meters, S1.4-1984, and Type 2 requirements for sound level meters, such sound level meters are normally marked “Type 2”.
  - 2) For continuous, impulse or impact noise measurements, the meter must be capable of measuring A-weighted sound levels with slow response.
  - 3) Calibrate dosimeters and sound level meters used to monitor employee noise exposure:
    - a) Before and after each day’s use
    - b) Following the instrument manufacturer’s calibration instructions.

Common Equipment Noise	Noise level at operator’s ear (dB)	1-hr noise dose (%)	Hours for dose to reach 50%
Brush/Limb Chipper	100.0	50	1
Backpack Blower (Deere BP40)	97.5	35.4	1.4
Mower (Deere 1445)	96.0	28.8	1.75
Mower (Z Trak 737)	100.8	55.6	0.9
Leaf Vacuum (Gravely ProVac 1050) <i>Inside Shop</i>	98.7	41.9	1.2
Tractor (Deere 650) <i>Inside Shop</i>	91.5	15.3	3.3
Gravely Pro Vac 1050 + Deere 650 <i>Inside Shop</i>	99/0	43.8	1.15
Leaf Vacuum (Gravely ProVac 1050) <i>Outdoors</i>	97.5	35.4	1.4
Tractor (Deere 430) <i>Outdoors</i>	95.9	28.3	1.8
Gravely ProVac 1050 + Deere 430 <i>Outdoors</i>	98.6	41.3	1.2
Chainsaw (Stihl 026)	110.0	200	0.25
Table Saw	92.0	16.5	3.05
Jointer	88.0	9.4	5.3
Radial Arm Saw (Rockwell)	99.0	43.8	1.15
Radial Arm Saw (DeWalt)	101.0	57.5	0.85
Trash Compactor	79.4	2.9	>16

## B. Hearing Protection

1. Hearing protection provides a barrier to noise and protects employees but is not considered a control of the noise hazard. Reduction of noise may reduce the need for other hearing loss prevention requirements:
  - a. Controls that eliminate noise at the source or establish a permanent barrier to noise are typically more reliable. For example:
    - 1) Replacing noisy equipment with quiet equipment
    - 2) Using silencers and mufflers
    - 3) Installing enclosures
    - 4) Damping noisy equipment and parts
  - b. Other controls and work practices may also be useful for reducing noise exposures. Examples include:
    - 1) Employee rotation
    - 2) Limited use of noisy equipment
    - 3) Rescheduling work
2. Provided Hearing Protection
  - a. Hearing protection will be provided at no cost to employee.
  - b. Supervisors shall make sure that employees utilize provided hearing protection correctly and:
    - 1) Make sure hearing protectors are properly chosen for fit and replaced as necessary.
    - 2) Provide employees with an appropriate selection of hearing protectors:
      - a) The selection must include at least two distinct types (such as molded earplugs, foam earplugs, custom-molded earplugs, ear caps, or earmuffs) for each exposed employee and must be sufficient to cover:
        1. Different levels of hearing protection needed in order to reduce all employee exposure to a level below 85 dBA Time Weighted Average (TWA)
        2. Different sizes
        3. Different working conditions
        4. Consider requests of the employees regarding:
          - a. Physical comfort
          - b. Environmental conditions
          - c. Medical needs
          - d. Communication requirements. NOTE: Hearing protector selection should include earplugs, ear caps and earmuffs

### **C. Training**

1. Training is provided to:
  - a. Employees whose noise exposure equals or exceeds 85 dBA TWA.
  - b. Employees first assigned to a position involving noise exposure that equals or exceeds 85 dBA TWA **and** at least annually thereafter.
2. Hearing Protection Training includes:
  - a. The effects of noise on hearing (including both occupational and non-occupational exposures)
  - b. Noise controls used in the workplace
  - c. The purpose of hearing protectors:
    - 1) The advantages, disadvantages, and attenuation of various types.

- 2) Instructions about selecting, fitting, using, and caring for hearing protection
- 3) The purpose and procedures for program evaluation including audiometric testing and hearing protection
- d. The employee's right to access their Employee Occupational Health Record.
- e. A review of this policy to include initial and refresher training.

#### **D. Testing**

1. Audiometric testing as described by WAC 296-817-400 is to be conducted, supervised and reviewed by one of the following licensed or certified individuals:
  - a. An audiologist
  - b. An otolaryngologist
  - c. Another qualified physician
2. Make sure audiograms are conducted by one of the above individuals or by a technician certified by the Council of Accreditation in Occupational Hearing Conservation (CAOHC) and responsible to a qualified reviewer.
3. Audiometric hearing tests including travel, necessary additional examinations or testing will be provided at no cost to the employee.
4. Baseline audiograms shall be completed no more than 180 days after the employee is first assigned and annually thereafter.
  - a. Employees are to refrain from exposure to work place noise at least 14 hours before testing to establish a baseline audiogram.
  - b. Hearing protectors may be used to accomplish this.
  - c. Employees should also avoid high levels of non-occupational noise exposure (such as loud music, headphones, guns, power tools, motorcycles, etc.) during the 14-hour period immediately preceding the baseline audiometric examination.

#### **E. Program Evaluation**

1. Audiometric testing will be used to identify hearing loss, which may indicate program deficiencies.
2. The following actions identify potential programming deficiencies:
  - a. Any employee experiences measurable hearing loss indicated by a Standard Threshold Shift.
  - b. Any employee found not wearing hearing protection during a walk-around audit.
3. The following shall be evaluated when responding to a standard threshold shift:
  - a. Employee noise exposure measurement.
  - b. Noise controls in the work area.
  - c. Refit employee as necessary with available hearing protection device.
  - d. Employee training on noise and the use of hearing protection and conduct additional training as necessary.

#### **F. Records Retention**

1. A legible copy of all employee audiograms shall be retained in the confidential Employees Occupational Health Record (EOHR).
2. The Employee Occupational Health Record shall be maintained by the State Human Resource Office (HRO).
3. The Employee Occupational Health Record shall include:

- a. Name and job classification of the employee.
- b. Date of the audiogram.
- c. The examiner's name.
- d. Date of the last acoustic or exhaustive calibration of the audiometer.
- e. Employee's most recent noise exposure assessment.



# Lockout-Tagout

**Date: October 1, 2014**

## **I. Purpose**

To protect workers from the risks associated with the release of hazardous energy while performing service and maintenance on machinery/equipment/systems.

## **II. Scope and Application**

This applies to all state employees and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

## **III. References**

[WAC 296-803](#)

## **IV. Roles**

### **A. Maintenance Manager or Shop Supervisor**

1. Ensures protection of employees through enforcement of this policy, documentation and implementation of Lockout-Tagout procedures, and the availability of appropriate lockout/tagout devices where servicing and maintenance work is performed on, in or around machinery/equipment/systems.
2. Appoints an individual to act in the capacity of Lockout/Tagout plan manager.

### **B. Risk Manager:**

1. Coordinates the development of procedures for the lockout of each machinery/equipment/system.
2. Writes specific Lockout/Tagout Plan (MIL Form 913) for each machine/equipment/system to be locked out/tagged out.
3. Coordinates Lockout/Tagout training for all authorized employees to include at a minimum the following:
  - a. Recognition of hazardous energy sources;
  - b. Types and magnitude of energy in the workplace;
  - c. Methods and means necessary for energy isolation and control; and
  - d. Site specific Lockout/Tagout procedures for each machinery/equipment/system for which they perform maintenance and service.
4. Coordinates Lockout/Tagout training for all affected workers to include at least the following:
  - a. Purpose, use, and process of the Lockout Tagout procedure.
  - b. Prohibition from re-starting and/or energizing any machinery/equipment/system that has a lockout and/or tagout device in place (MIL Form 915 Exception for Removal of Lockout/Tagout Device).
5. Coordinates retraining as necessary due to changes in job assignments, machinery/equipment/systems, procedures, or to ensure employee awareness and proficiency in the recognition and use of lockout/tagout procedures.
6. Ensures provided training is documented using the Learning Management System (LMS).
7. Conducts an annual review of the Lockout/Tagout Inspection Review.

8. Coordinates and ensures outside service and maintenance contractors are knowledgeable of the facility/work site lockout/tagout procedures.
9. Coordinates the transfer of necessary information regarding lockout/tagout.

**V. Procedures**

**A. Completing the Lockout/Tagout Plan MIL Form 913**

1. Complete the Lockout/Tagout Plan/Procedure form for each machine/equipment or system requiring a written lockout/tagout procedure as follows:
  - #1 – Enter the name of the facility/work site and date.
  - #2 – Enter job title and/or name of person responsible for the plan management (to be determined by the Maintenance Manager or Shop Supervisor).
  - #3 – Enter job title and name of person responsible to coordinate worker training requirements of the Lockout/Tagout program.
  - #4 a (1) - List machinery/equipment and location(s). Identify all powered machinery or equipment to be included in the program. Do not include equipment with a single power source that receives its energy through a cord and plug that can be controlled by the person performing the maintenance, service, or repair. If a person cannot control the plug, a plug lock should be used to ensure the equipment will not be accidentally or inadvertently energized.

Lubricating, draining pumps, servicing of filter and inspection for leaks and/or mechanical malfunction are examples of routine operations that often can be accomplished with effective production-mode safeguards and may be exempted from a Lockout/Tagout program. Review MIL Form 914 Certificate of Lockout/Tagout Inspection Review to list all machines/equipment.
  - #4 a (2) - List hazardous energy type(s) and magnitude(s), (i.e., overhead ram weighing 500 lbs., pneumatic pressure at 90 psi). Identify the kinds of energy used by the machine/equipment. Make certain all energy sources are listed. Some machines use multiple electrical types and/or sources, hydraulic, and/or pneumatics. They may also have gravity energy in the form of an overhead ram, slide device, or spring-loaded mechanism.
  - #4 a (3) - List the type(s) of stored energy and method(s) to dissipate or restrain (i.e., the main recoil spring for the flywheel will have energy restrained by blocking the wheel with the steel rail provided). Identify lockout locations and measures to be used to control the energy noted. Electricity is normally locked out at a master control or other disconnect box with a padlock and information tag (push buttons or on/off switches may not be used for lockout). Hydraulics and pneumatics are usually locked out at a pump or compressor and the line is also bled or disconnected to prevent rebuilding of pressure. Padlock, chain, and tag are the usual devices to establish lockout. Steam can usually be controlled by placing a bland flange in the line. Gravity feed, spring pressure, or slides are often controlled by placing a restraining device between the energy source and the worker or hazard point. The restraining devices might be timbers, I-beams, or equivalent and must be located near the machinery/equipment/system to be used on. Designated restraining devices must not be used for other purposes.
  - #4 a (4) - List lock method and device location for each type of energy (i.e., padlocks will be used to lock out the 220 and 280 electricity at the identified master control). Identify hardware and materials to be used. Padlocks painted red, chains, and tags meeting the requirements of WAC 296-803 are the usual items used for this program. This equipment may not be used for any other purpose. Locks must be identified with the individual using them by name, number, or similar means. The authorized person using

the lock must have sole control of the lock. No master key may be kept by anyone else.  
#4 a (5) - List equipment and components tested to confirm de-energization (i.e., the main drive motor will be tested at the terminals to ensure all power has been disconnected).

#4 a (6) - List the authorized person(s).

2. #4 a (7) - List/identify affected person(s).

# Personal Protective Equipment

**Date: October 1, 2014**

## **I. Purpose**

To protect WMD employees from hazardous working conditions through appropriate utilization of Personal Protective Equipment (PPE). This commitment is demonstrated through a concerted effort to minimize these hazards.

## **II. Scope and Application**

This applies to all state employees and volunteers of the Washington Military Department (WMD). This does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

## **III. References**

[WAC 296-800-160](#)

## **IV. Procedures**

### **A. Hazard Assessment:**

PPE alone should not be relied on to provide protection for your employees. PPE should be used after all other reasonable means of reducing hazards have been carried out. Identifying hazards in your workplace should be built into your regular routine. You should take active steps to get rid of all identified hazards. For example:

- a. Consider other ways to get hazardous jobs done.
  - b. Reduce hazardous materials or processes.
  - c. Apply engineering controls to reduce or eliminate hazards.
1. An assessment of the workplace shall be conducted by all department employees/supervisors who are required to wear PPE to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. The primary goals of the assessment are to:
    - a. Verify the accuracy and adequacy of existing PPE requirements; and
    - b. Evaluate work areas for additional requirements.
  2. Assessments summarize the guidelines published in WAC 296-800-160 and are not all inclusive. Evaluators are expected to use good judgment and consult with the WMD Risk Manager when they have questions or need clarity in conducting the assessment.
    - a. Conducting the Hazard Assessment:
      - 1) Walk through the area. Observe sources of:
        - a) Motion (i.e., machinery);
        - b) High temperature;
        - c) Types of chemical exposures;
        - d) Harmful dust;
        - e) Radiation (i.e., welding, cutting, furnaces, high intensity lights, etc.);
        - f) Falling or dropping objects;
        - g) Sharp objects, and
        - h) Rolling, cutting, tearing or pinching objects that may impact an employee's feet, head, eyes, face, limbs, torso, and hands.

Also, observe workplace layout, employee location, and electrical hazards that may be hazardous to workers.

- 2) Estimate the potential for injury. Review basic hazards and determine the level of risk and the seriousness of potential injuries or illnesses from each of the hazards found in the work area.
- 3) Analyze the data gathered in the above review and determine if the PPE should be issued to protect any of the six body areas: eyes, face, head, extremities, torso, or respiratory system.
- 4) Flag (highlight) section if the evaluator is unsure about a risk analysis or appropriate PPE in an area to indicate further analysis is required. The WMD Risk Manager may be contacted to coordinate potential resources to complete the analysis.
- 5) Record the above on Hazard Assessment Certification & PPE Selection Worksheet (MIL Form 906). Each worksheet shall be signed and dated; this certifies that the hazard analysis has been conducted.
- 6) Completed Hazard Assessment Certification and PPE Selection Worksheets shall be reviewed for accuracy and retained by the respective department manager.
- 7) Whenever changes in operations occur, reassessment of hazards must be considered and suitability of previously selected PPE reviewed.

## **B. Equipment Selection and Fitting**

1. Select appropriate PPE to protect the affected employee from hazards identified in the assessment.
2. Appropriate selection of PPE shall take into consideration the following factors:
  - a. Identification of the hazards or suspected hazards;
  - b. Their routes of potential hazards to employees (inhalation, skin absorption, ingestion, and eye or skin contact, etc.).
  - c. Performance of PPE materials including the connective seams in providing a barrier to the specific hazards.
  - d. Other factors to be considered in the selection process are matching the PPE to the employee's work requirements and task-specific conditions. These may include:
    - 1) Durability of PPE materials, such as tear strength and connective seam strength, considered in relation to the employee's tasks;
    - 2) Effect of heat stress of PPE in relation to task duration; and
    - 3) The necessity of layers of PPE to provide sufficient protection or to protect inner garments, suits, or equipment.
3. The amount of protection provided by PPE depends upon the nature and severity of the hazard. In instances where protective equipment materials are required, the breakthrough time of the protective material shall exceed the work duration.
4. Supervisors shall communicate all PPE selection decisions to affected employees.
5. PPE users should be properly fitted with the protective device and given instructions on care and use of the PPE. Instruction should include information provided about warning labels for equipment and the limitations of the PPE. Consider comfort and fit; right sizes must be selected.
6. All PPE shall be of safe design and construction for the work to be performed. PPE shall be durable and shall not unduly interfere with the movements of the wearer.
7. Currently assigned equipment shall be evaluated for effectiveness and fit.

### **C. Training**

1. Supervisors shall ensure that every employee who uses PPE is provided training.
2. Training shall at a minimum include the following when PPE is necessary:
  - a. What PPE is necessary;
  - b. How to properly put on, remove, adjust, and wear the PPE;
  - c. The limitations of the PPE; and
  - d. The proper care, maintenance, use, useful life, and disposal of the PPE.
3. Each PPE wearer shall demonstrate to the trainer an ability to properly use PPE before being allowed to perform work requiring the use of PPE.
4. When the supervisor believes that a previously trained employee does not have the knowledge and/or skill required to properly use PPE, the employee shall be re-trained. Circumstances in which re-training is necessary include, but are not limited to the following:
  - a. Changes in the workplace render previous training obsolete;
  - b. Changes in the types of PPE to be used render the previous training obsolete; or
  - c. The employee's demonstrated use of assigned PPE indicates that the employee has not retained the required knowledge or skill.
5. All employees training on PPE shall be recorded on the Employee PPE Training Record and Certification (MIL Form 907). PPE training shall be recorded and tracked by the Risk Manager. Training records for employees shall be maintained in a central location within the facility, or site.

### **D. PPE Maintenance and Use**

1. Employees shall properly wear their assigned PPE whenever they are engaged in work activities that require PPE use.
2. All PPE shall be maintained in serviceable condition. Soiled reusable equipment (i.e., goggles, face shields, respirators, etc.) shall be cleaned, visually inspected to ensure serviceability, air-dried, and properly stored after each day's use.
3. Defective, damaged or contaminated PPE shall not be used. The wearer is responsible to immediately report any defective or damaged PPE to their supervisor. Defective, damaged, or contaminated PPE shall be taken out of service and either decontaminated, discarded according to proper procedures, or repaired before being placed back into service.
4. Supervisors shall ensure that all PPE is inspected or replaced annually. Personal Protective Equipment Inspection Record (MIL Form 908) shall be used to record inspections on all PPE except respiratory protection equipment. All inspection records shall be maintained in a location for easy access and recording.
5. Employee-owned PPE shall be prohibited from use. Supervisors shall ensure employee-owned PPE is not used.

## **Safe Driving Program**

Our goal is to have a safe and injury free work environment. As employees of the Washington Military Department (WMD) we have a dual challenge. We must take into consideration the safety of the public, as well as our co-workers and ourselves as we work. Safe, courteous, lawful, and defensive driving is expected to be everyone's safety responsibility. We want to recognize good driving habits and encourage safe operation of motor vehicles. This program covers the expectations and requirements for safe operation of motor vehicles used by WMD employees, including personally owned vehicles (POV), for official state business.

### **Responsibilities:**

#### **Management**

1. Provide defensive-driver training for all employees who regularly drive more than 60 hours or 500 miles a month on official state business.  
Official state business is considered to be activities performed by employees within the scope of their duties or as directed by their supervisor to accomplish the required duties.
2. Ensure all employees possess a valid Washington state driver's license to operate any vehicle for official state business.
3. Ensure agency vehicles are maintained in a safe condition.
4. Ensure all POV's used on official state business have insurance policies in effect meeting the State's minimum requirements on vehicles.
5. Ensure that all POV's used regularly on official state business have an annual POV employee inspection checklist completed and on file.
6. Establish an agency Post Incident Review team when warranted.

#### **Risk Management**

1. Ensure employees maintain a safe driving record while performing state business.  
An unsafe driving record is one that has any of the following conditions while conducting official state business:
  - a. Three or more traffic infractions within a three-year period for which the person has been found guilty. Driving infraction examples are: failing to yield the right of way, no stop at stop sign, speeding.
  - b. A conviction for a misdemeanor traffic offense. Misdemeanor traffic offense examples are: driving without a license, under the influence of drugs or alcohol.
  - c. A conviction for a felony traffic offense. Felony traffic offense examples are: hit and run, vehicle assault. Any conviction for a felony traffic offense would eliminate the driver from driving for the agency for six years.
2. Arrange for employees to attend defensive driving training.
3. Ensure any vehicle with any safety defect is removed from service.

#### **CFMO**

1. Ensure vehicles are properly maintained and safe
2. Manage the Department of Enterprise Services INVERS system to ensure all eligible drivers are part of the state-wide system
3. Develop policies and procedures for Department motor pool operations
4. Coordinate with DES to replace old vehicles that have more than 100,000 miles for sedans and 130,000 miles for heavy vehicles and trucks

#### **Employees**

1. Use state owned vehicles for official state business only.

2. Operate vehicles in a safe, responsible manner, obey all traffic laws, and maintain a safe driving record.
3. Have any POV vehicle used for official state business licensed and insured in accordance with applicable local, state, and federal laws.
4. Before driving a vehicle for official state business, report the use of any prescription medication being taken that warns of drowsiness or other safety risks to your supervisor.
5. Allow only state employees to operate agency or state motor pool vehicles.
6. Actively participate in driver-training programs.
7. Ensure all vehicle occupants use seatbelts before moving the vehicle.
8. On a regular basis, conduct a pre-use inspection before vehicle use.
9. Report any safety defects or vehicle problems with a state owned vehicle to your supervisor as soon as possible.
10. Attend a defensive driving course if involved in a driving incident on the job.
11. Immediately stop driving for the agency if your license is suspended or revoked and you are in a position where you are expected to drive a vehicle on official state business. Employees must report the license suspension or revocation to their supervisor within three calendar days after being notified of that fact.
12. Employees cited for motor vehicle violations, including parking citations, while on official state business are responsible for payment of all fines and associated costs. Parking citations are not traffic violations. Exception: when an employee is driving a state-owned vehicle and the employee is given a warning regarding items on the vehicle needing repair.
13. Do not use a cell phone while driving (unless you have been issued a hands free phone).
14. Do not text while driving.

### **Training**

All employees authorized to operate any vehicle including agency-owned, leased vehicles, or a POV on a regular basis for official state business will participate in initial driver safety training and refresher training every three years. The training will include:

- a. Defensive driving
- b. Hazardous weather driving
- c. Vehicle safety inspection
- d. Procedure for notification of unsafe vehicle
- e. Collision reporting procedures

A supervisor may send an employee who seldom drives on official state business to driver safety training, if it's in the best interest of the state. Additionally, this training is required for any employee who is involved in any vehicular collision while on official state business. The training must be scheduled with the Safety Program Manager within 30 days after the collision.

### **Vehicle Inspection**

All state owned vehicles used for official state business will be maintained in a safe condition at all times.

### **Driver Inspections**

On a regular basis, a driver should do a basic vehicle inspection for proper operation of the following safety features, as applicable:

- |  |                               |
|--|-------------------------------|
| Horn   | Tire inflation (visual check) |
| Brakes   | Head, tail, & signal lights   |
| Windshield wipers  | Mirrors                       |
| Broken glass   |                               |
| Fluid levels (gas, oil, antifreeze, windshield washer fluid) |                               |



Accident reporting kit in glove compartment

### **Mechanical Inspections –**

Only qualified vehicle mechanics or approved automotive service facilities are permitted to perform maintenance on state owned vehicles. For state owned vehicles, a qualified vehicle mechanic will inspect every vehicle on a set schedule or every 5,000 miles. Inspection & maintenance points include, but are not limited to:

Lubrication	Battery condition
Belts and hoses	Oil change
Filter	Leaks
Tire treads	Emissions systems visual inspection
Fluid system levels	Visual inspection of brake system
Backup lights/alarms	Lights and warning flashers

### **Driving Safely**

The following safety precautions should be followed when driving on official state business:

- Conduct pre-use inspection
- Check for warning lights
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Stay alert and focused on driving
- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and only when necessary
- Do not pick up hitchhikers
- When backing up, check clearances, then back up slowly and be ready to stop
- Do not assume people can see you. Get out and check if you cannot see from the driver's seat
- Use warning flashers and raise hood if vehicle becomes disabled
- Pull off the road and stop to check detailed maps or directions

### **Collisions/ Accidents**

1. Determine if there are any persons injured.
2. Get help for the injured and/or give first aid until medical personnel arrive.
3. Notify a law enforcement officer as soon as possible.
4. Cooperate with any law enforcement officers.
5. Move the vehicle only at the direction of a law enforcement officer, or if the incident is very minor, move the vehicle to the side of the road to avoid blocking traffic.
6. Fill out all sections of the accident report SF137 in the glove box.
7. Do not sign any forms unless required by a law enforcement officer.
8. Remember: at the scene, if you do not have an accident report form, get the following information, if possible:
  - Investigating officer's name and law enforcement agency
  - Make, Model and License Plate number of other vehicles
  - Name, address, and phone number of all witnesses
  - Name, address, and license number of other drivers
  - Any driver insurance information

- Description (or photos) of all drivers of all vehicles, roads, intersection at the scene, and interior of all vehicles - seating & floor areas
9. Notify your supervisor as soon as possible after any collision and fill out the required incident reports.

**Post incident/accident review team**

An agency Post Incident Review team will be established when warranted. The Team's purpose is to review or monitor incidents that involved or could have caused a death, serious injury, significant loss, or where incidents contributed to a pattern of driving behavior that has the likelihood of future losses or incidents.

Team Members will be:

Director of Human Resources

Risk Manager

Shop Steward

The division assistant director for the division involved in the incident

The supervisor and the employee involved in the incident.

# Workplace Accidents, Illnesses and Injuries, Claim Loss, and Return to Work

**Date: October 1, 2014**

## **I. Purpose**

To designate a process for Washington Military Department (WMD) employees to report accidents, illnesses, or on-the-job occupational injuries, and job related vehicle or equipment accidents.

## **II. Scope and Application**

This applies to all state employees and volunteers of the WMD. It does not apply to guardsmen on state active duty or federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

## **III. References**

WAC 296, Department of Labor and Industries  
WAC 296-800, Safety and Health Core Rules  
RCW 51 Industrial Insurance  
WAC 251-22-165, Workers' Compensation Leave  
WAC 356-18-080, Leave –Workers' Compensation

## **IV. Procedures**

### **A. Workplace Injury/Illness Response**

1. It is the responsibility of all staff to:
  - a. Call 911 if the workplace injury/illness necessitates immediate emergency medical services and provide first aid within qualifications and/or facilitate first aid qualified assistance.
  - b. If located on Camp Murray, provide information to the Security Office of the emergency location and identify which services are responding. Also notify the Claims Representative or Risk Manager in the HRO/Safety and Risk Office.
  - c. Ensure that emergency services have access to the emergency and are aware of any special requirements at the emergency site such as safest or closest entry location and any special entry requirements or hazards.
2. If the accident results in a fatality or traumatic injury:
  - a. After following the above instructions, notify a supervisor immediately.
  - b. Also immediately, notify the Risk Manager and the Human Resources Director in the Human Resource Office immediately so that HR can communicate the event to Washington Industrial Safety and Health Act (WISHA) officials. WISHA notification must occur within 8 hours for any accident that results in a fatality or overnight hospital admission (not the emergency room visit).
  - c. The Risk Manager or Human Resource Director will call the Department of Labor and Industries (L&I) reporting line: 1-800-423-7233 within 8 hours of the incident or within 8 hours of learning about the hospitalization or fatality, to report the workplace related event.
    - 1) Provide the following information:
      - a) Name(s) of the WMD employee or volunteer injured in the serious accident;
      - b) Accident location;
      - c) Time and date of the accident;
      - d) Number of fatalities and/or hospitalized; and

- e) Description of the incident.
- d. When an incident involves a known or suspected fatality, L&I may require that we preserve the accident site and/or equipment for possible WISHA investigation.
- 3. All accidents or near miss accidents will be reported in writing:
  - a. Employee / volunteer (or supervisor if employee is medically unable) will:
    - 1) Report all accidents immediately to a supervisor/manager or as soon as possible even if they did not sustain an injury or work related illness.
    - 2) Complete Part I of Mil Form 49, Accident / On-the-Job Injury / Illness Report within 24 hours of the occurrence;
      - a) Provide a description of the event, identify contributing factors, and describe the resulting injury (if any); and
      - b) Seek medical attention if employee deems necessary to include filing a Worker's Compensation Claim.
  - b. Supervisors will:
    - 1) Investigate the reported event and complete Part II of the Mil Form 49, Accident / on-the Job Injury / Illness Report. The review and input should focus on preventative actions to prevent reoccurrence including inspection of the event area, work procedure involved, and other factors including other workers, equipment or weather.
      - a) Provide a detailed summary of the investigative findings to include contributing factors;
      - b) Provide the corrective actions taken or planned to prevent reoccurrence;
      - c) Ensure employee has the opportunity to seek medical care if the employee feels it is necessary; and
      - d) Provide a copy of the report to the HRO.
  - c. Human Resource staff will:
    - 1) Review accident reports for additional recommendations;
    - 2) Assist with family notification if necessary for injury events;
    - 3) Facilitate communications with L&I on serious or fatal injury events;
    - 4) Provide accident summary reports and statistical analyses; and
    - 5) Maintain Accident Report History in compliance with L&I standards.

## **B. Worker's Compensation Claim Process**

The Employee is responsible to determine if they want to pursue filing an L&I Worker's Compensation claim for medical care and benefits.

- 1. Employee may choose to file a claim:
  - a. On-line before seeing a medical provider to confirm the claim (<http://www.lni.wa.gov/ClaimsIns/Claims/File/default.asp>); or seek medical care and file a claim with their licensed medical provider.
  - b. Coordinate directly with L&I for claim benefits;
  - c. Keep their supervisor and HR informed of any work restrictions;
  - d. Submit leave slips using their available leave balances or leave without pay for medical appointments or other lost work time; and
  - e. Comply with the L&I claim benefit requirements.
- 2. Supervisor responsibility:
  - a. Ensure that the Human Resource Consultant assigned to manage claims is aware that a claim is being filed;

- b. Report if the claimant is missing work or has brought in a medical restrictions form from their medical provider;
  - c. Ensure the claimant is completing leave slips for missed work time identifying the appropriate leave; and
  - d. Notify HR Consultant concerning absences related to the claim.
3. HR Consultant Responsibility:
    - a. Ensure that L&I receives the appropriate employer information to make a claim determination for services and benefits;
    - b. Protest claims when information does not support the claim or claims activity or benefits;
    - c. Represent the Agency's opinion in cases that are reviewed by Board of Industrial Insurance Appeals;
    - d. Maintain employer claim files for each employee who files a claim;
    - e. Monitor claim activities; and
    - f. Develop statistical reports for Safety and Claim management programs.
  4. L&I Claims Manager Responsibility:
    - a. Manage the claim in compliance with RCW 51 Industrial Insurance and any administration rules governed by L&I;
    - b. Determine claim acceptance, rejection, limitations, and closures; and
    - c. Determine benefits and medical services and make payments as appropriate.

### **C. State Return to Work Program**

In compliance with [RCW41.06.150](#), the department has a state employee return-to-work program for industrially injured or ill workers who are unable to perform the essential functions of their normal assigned work. Returning claimants to work as soon as medically and practically possible improves their morale and economic welfare, while at the same time, minimizes the cost of industrial insurance claims. Modified duty does not change the claimant's appointment status including increasing number of hours worked (for part-time or on-call) or prevent other personnel events such as layoffs, investigations and disciplinary actions. Any change in the essential functions of a position for an injured or ill worker is considered modified duty.

1. Qualifications for Modified Duty Work:
  - a. Eligible only in the first two years from the date of illness/injury;
  - b. Qualify to receive time loss compensation under RCW [51.32.090](#) as a claimant;
  - c. Temporarily unable to return to his or her previous work;
  - d. Is physically capable of carrying out work of a lighter or modified nature, regardless of the original position's essential functions; and
  - e. Must be a permanent state employee.
2. Requirements to participate in Modified Duty Work:
  - a. Qualify to receive time loss compensation under RCW [51.32.090](#);
  - b. Unable to temporarily return to his or her previous work;
  - c. Modified duty is only available when a real work task exists that benefits the agency but does not need to be a real job classification;
  - d. Funds must be available to pay the claimant their normal wage and benefits for the hours they work;
  - e. Modified duty cannot be a promotion; and

- f. Is medically qualified to perform the work that will be assigned.
3. Duration of Modified Duty can continue until:
    - a. Claimant is medically released to normal work;
    - b. Permanent medical restrictions are identified that prevent the employee from returning to their normal job;
    - c. Claimant is unable to perform the work due to medical restrictions related to the claim;
    - d. Work is no longer available or becomes unfunded; or
    - e. The claim has aged beyond two years from the date of illness/injury.
  4. Modified Duty Process
    - a. The request for modified duty may be initiated by the supervisor, employee, L&I Claims Representative or the Human Resource Consultant.
    - b. HR Consultant will coordinate the modified duty to include:
      - 1) Obtain current medical information to identify physical limitations;
      - 2) Verify the current L&I claim status to determine eligibility;
      - 3) Work with management staff to identify available work activities and funding for the employee's normal pay and benefits;
      - 4) Develop a job description and provide that description to the claimant's attending physician for approval;
      - 5) Write modified duty return to work assignment letter that contains the duties, work restrictions and modified work program limitations;
      - 6) Obtain signed agreement statement from both claimant and supervisor for compliance to the restrictions;
      - 7) Notify the L&I claims manager of the status of the return to work activities; and
      - 8) Terminate the modified duty work assignment as appropriate.
    - c. Claimant is responsible to work within their restrictions and notify the HR Consultant, Supervisor and Attending Physician if they have medical issues related to the modified duty.
    - d. Supervisor is responsible to ensure the employee is assigned work that is within the physical restrictions and match the approved job analysis, and notify HR Consultant if there is an issue with employee's capacity to work.
    - e. Payroll Office will assist claimant with Loss of Earning Power wage verification forms as needed if the employee is receiving less than their normal pay and benefits.

#### **D. Permanent Work Restrictions**

If a claimant is unable to perform their regular work on a permanent basis, the Reasonable Accommodation Process (Department Policy HR-211-05) will be used to guide the employee, supervisor and HR staff through the process of identifying what accommodations may be appropriate.

1. WMD will engage in an interactive process with employees, in response to their accommodation requests, to determine reasonable and appropriate accommodation that provides employees with equal opportunity. WMD shall consider each request and corresponding accommodation on a case-by-case basis.
2. Medical Information will be obtained from the claim's designated attending physician(s), licensed mental health care professional(s), or other health care professional(s). WMD is not obligated to continue the reasonable accommodation

process when employees choose not to provide requested medical information and/or refuse to cooperate with the process.

3. Accommodation determinations will be made on a case-by-case basis and only after careful consideration.
  - a. The HR Director or designee shall engage in an interactive process prior to making determinations regarding reasonable accommodation requests.
  - b. This may include consultation with appropriate sources of technical expertise on accommodations.
  - c. Although employee preference is considered when multiple effective accommodations are identified, WMD selects the accommodation option provided.
  - d. WMD is not obligated to make accommodations that are not reasonable, involve a direct threat that cannot be reduced to a safe working level for the employee, and/or impose undue hardship on the operation of the WMD.
  - e. Decisions to deny accommodations on these grounds must be authorized by The Adjutant General (WMD Director) or designee.
  - f. L&I Claims Manager will be notified concerning the outcome of any employment related decision for a claimant.

#### **E. Short-term Retraining and Job Placements**

The HR Consultant will be the agency representative for compensable claims that have L&I approved Vocational Rehabilitation Services. The vocational counselor/staff will be directed to contact the agency representative as the first contact. The HR Consultant will work closely with other agency staff as needed to assist the vocational rehabilitation counselor with gathering their required information. WMD will follow agency modified duty and reasonable accommodation processes for all L&I claim-related return to work inquiries by Vocational staff.

1. L&I may assign a Vocational Rehabilitation Counselor/Staff to assess a claimant's ability to work.
  - a. The purpose of vocational rehabilitation is to "enable the injured worker to become employable at gainful employment."
  - b. L&I is not required to find the claimant a job, only to ensure they have the qualifications to meet the requirements to become employed in their available job market based on their work experience, training, and/or formal education.
  - c. A vocational assessment uses the return to work assessment priorities listed below:
    - 1) Return to the job of injury;
    - 2) Permanent modification of the job of injury which may include transitional return to work;
    - 3) A new job with WMD in keeping with any medical work restrictions;
    - 4) Possible new employer using modifications of the job of injury; and
    - 5) Assessment of skills to qualify to be employed in:
      - a) A new job with a new employer or self-employment based upon transferable skills; or
      - b) A new job with a new employer or self-employment involving on-the-job training.



**STATE OF  
WASHINGTON  
MILITARY  
DEPARTMENT**

**FALL PROTECTION  
EQUIPMENT CHECKLIST**

Fall

protection equipment shall be visually inspected before each use and at regular intervals by the user for damage, wear, and mildew. Any item found damaged or defective is to be removed from service, replaced, marked as being unusable and destroyed. Dirty webbing will be washed.

Equipment Inspected by	Date
Facility/Work Site	Work/Project

Inspect Equipment	Serviceable Check (✓) One		If <u>NOT</u> Serviceable Check (✓) all that apply			
	Yes	No	Cleaned	Replaced	Removed	destroyed
<b>HARNESSES / BELTS / LANYARDS / ROPES for:</b>						
Wear						
mold / mildew						
distortion and free from:						
broken fibers						
pulled stitches						
discoloration						
Cuts						
tears						
scrapes						
Damage from:						
fire / Heat						
acid						
or other corrosives						
Hardware for:						
Cracks						
sharp edges						
burrs						
worn parts						
Anything else the manufacturer recommends to inspect for						
Ensure Hardware:						
snap hooks close properly and lock tightly						
Buckles work properly						
Lifeline anchors and mountings are not loose or damaged						

Comments: \_\_\_\_\_





**STATE OF  
WASHINGTON  
MILITARY  
DEPARTMENT**

**CERTIFICATE OF LOCKOUT / TAGOUT  
INSPECTION REVIEW**

\_\_\_\_\_ (NAME) \_\_\_\_\_ (DATE)

conducted an annual lockout / tagout inspection on (machinery / equipment): \_\_\_\_\_

\_\_\_\_\_

1. The following authorized / affected personnel were included in the inspection and performed the lockout / tagout.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Results of inspection / review.

a.  No Deficiencies Noted.

Deficiencies:

\_\_\_\_\_  
\_\_\_\_\_

b. Corrective action Taken:

\_\_\_\_\_  
\_\_\_\_\_

c. Additional action needed:

\_\_\_\_\_  
\_\_\_\_\_

d.  Recommend additional training or retraining – specific area needed:

\_\_\_\_\_  
\_\_\_\_\_

e. Signatures of all person(s) involved in Lockout / Tagout.

\_\_\_\_\_  
\_\_\_\_\_

3. I have reviewed the procedures of this lockout / tagout with each person involved and feel they understand their responsibilities.

Inspector's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4. I have reviewed this certificate of inspection / review.

Plan Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Hazardous Substances Orientation Checklist

*If applicable to employee's job*

Employee Name \_\_\_\_\_

Date Hired \_\_\_\_\_

Division \_\_\_\_\_

Title \_\_\_\_\_

Employees must be provided information about the use of chemicals to which they may be exposed by means of a Hazard Communication Program (HAZCOM), Material Safety Data Sheets (SDS), or other method. This form serves as the documentation that hazardous substances orientation is complete, once it is filled out and signed by both the supervisor and the employee.

Check each box to indicate that the subject has been covered.

- Review the hazardous chemical list with the employee.
- Employee must inform their supervisor of any exposure to any chemical or chemical hazard in the workplace.
- The employee is aware of the location of the following information:
  1. The written Hazard Communication Program (HAZCOM).
  2. Hazardous chemicals within the employee's worksite.
  3. The Material Safety Data Sheets (SDS) for hazardous chemicals the employee may use on the job.

By signing below, the supervisor and employee agree that the above topics have been adequately discussed and both accept responsibility for a safe and healthy workplace.

Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

**Please forward this signed copy to the Human Resources Office (MS 41010) for inclusion in the employee's personnel file.**

## Safety Orientation Checklist

Employee Name \_\_\_\_\_

Date Hired \_\_\_\_\_

Division \_\_\_\_\_

Title \_\_\_\_\_

Use this checklist to conduct employee safety orientation for new WMD employees OR WMD employees who are new to a specific job. This form serves as the documentation that safety orientation is complete, once it is filled out and signed by both the supervisor and the employee.

Check each box to indicate that the subject has been covered.

- Report all injuries, unsafe conditions and practices to your supervisor.
- Back injury prevention (i.e. proper lifting, slip and fall prevention).
- Location of first aid kits, AEDs, names and locations of first aid certified staff.
- Use and care of Personal Protective Equipment when required.
- Emergency actions required when appropriate, including building evacuation.
- Review WMD Safety Program. Let employee know where to find the WMD Safety & Health Plan and the locations of the Safety and Wellness bulletin boards.
- Introduction to division Safety Committee representative.

By signing below, the supervisor and employee agree that the above topics have been adequately discussed and both accept responsibility for a safe and healthy workplace.

Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

**Please forward this signed copy to the Human Resources Office for inclusion in the employee's personnel file.**