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

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<th>Washington Military Department Safety Policy</th>
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| References | 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 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 |
| Cross-Reference Number | RSM-603-13 |
| Information Contact | 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) |
| Effective Date | September 15, 2013 |
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| Approved By | 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.