



Washington Military Department

ACCIDENT PREVENTION PROGRAM

Revised July1, 2023



All employees have a responsibility to perform their duties in accordance with all agency safety procedures and practices. In this manual you will find resources to prevent accidents, report hazards and injuries, and request assistance when needed.

SAFETY CONTACT INFORMATION

Human Resources Division Director 253.512.7130

Human Resources Manager 253.512.7380

Safety Officer Kenneth.kline@mil.wa.gov
253.512.7217 (office)

Security	Main Gate	253.512.8939
	Commercial Gate	253.512.8439
	Security Office	253.512.7900

Report Unsafe Conditions to: Safety@mil.wa.gov

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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 integral part of all activities.

SAFETY OVERVIEW

All supervisors will conduct an employee health and safety overview within an employee's first full working week, including employees who are transferred or promoted into a different office. Basic safety overview will include:



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

New employees will be shown at NEO how to access agency Safety and Health policies and forms located on the [IGAP SharePoint](#) site. Employees will be held accountable to follow these policies.

SAFETY EDUCATION

Information regarding the agency's Stay at Work (SAW) Program will be provided during the State HRO provided 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 is mandatory when compatible with the employee's duties and responsibilities:

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. First Aid/CPR training
5. Confined Space Program
6. Hazardous Energy Control (Lock-out/Tag-out) Program
7. Forklift Driver Safety Certification

8. Hearing Conservation Program
9. Respirator Program
10. Defensive Driving Program
11. Personal Protective Equipment
12. Fall Protection Program

Information regarding mandatory training requirements is available in the [HRDR Division Template HR 215-04 on the Department's internal SharePoint site.](#)

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 for all employees who are required to drive a vehicle as part of their essential job function.

SAFE DRIVING

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, our co-workers, and ourselves as we work. Safe, courteous, lawful, and defensive driving is 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. Additional information regarding vehicle operation rules is found in Department Motor Vehicle Operators Policy No. [SAF-602-11](#).

Prior to driving a state vehicle or POV on grounds of Camp Murray staff must:

1. Hold a current Driver's License.
2. Participate in an initial defensive-driver training available through the Washington State Learning Center (WSLC).
3. Any POV vehicle used for official state business must be licensed and insured in accordance with applicable local, state, and federal laws.
4. Participate in an initial defensive-driver training available through the Washington State Learning Center (WSLC).

5. Any POV vehicle used for official state business must be licensed and insured in accordance with applicable local, state, and federal laws.
6. Participate in an initial defensive-driver training available through the Washington State Learning Center (WSLC).
7. Any POV vehicle used for official state business must be licensed and insured in accordance with applicable local, state, and federal laws.

SAFETY TIPS FOR DRIVING ON STATE BUSINESS:

- Conduct pre-use inspection, including checking for warning lights.
- Always use seatbelts.
- Adjust seat and mirrors before starting vehicle.
- Stay alert and focused on driving. Do not drive if drowsy.
- Employees are discouraged to use cell phone while driving, and if necessary, should only be used with a hands-free device.
- Anticipate hazards and adjust driving speeds and following distances accordingly.
- Do not 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. Get out and look if you cannot see from the driver's seat. Move slowly and be ready to stop. Do not assume people see you.
- Use warning flashers and raise hood if vehicle becomes disabled.
- Pull off the road and stop to check detailed maps or directions.

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. Building Managers are responsible for keeping these kits fully supplied and in compliance with DOSH regulations.

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. 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. A certified instructor is available for First Aid/CPR certifications. Managers can contact safety@mil.wa.gov to schedule training.

PROCEDURES/PROGRAMS

EMERGENCY SITUATIONS AND PROCEDURES

Call 911 or 9-911 in any emergency. General guidelines for emergencies are available in the [Emergency Reference Guide](#). Employees should read and be familiar with these instructions.



Employees should update their emergency contact information as needed and review for accuracy each year during the Annual Review Checklist period. Additionally, these contacts can be updated using [MyPortal](#).

REPORTING SAFETY HAZARDS AND NEAR MISSES

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, report it to their supervisor, fill out the Report of Near Miss/Hazard Report Form ([WMD Form 6008-19](#)), and provide the completed form to the Safety Officer at safety@mil.wa.gov or their Division Safety Council Representative, found on the [Safety and Claims SharePoint](#).

Throughout the year, the Safety Council Representatives will conduct at least one in-house safety inspection and report the results of the inspection to the Safety Council.

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

ACCIDENT PREVENTION

Accidents can usually 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 basic causes are:

1. **Unsafe Acts** – Examples include 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.
2. **Unsafe Conditions** – Examples include 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.

REPORTING AN ILLNESS OR INJURY

All work-related illnesses or injuries are to be reported to your immediate supervisor as soon as possible. Complete the WMD [Accident Report Form \(WMD Form 6007-19\)](#) within 24 hours. If you are injured and unable to complete the form, your supervisor may complete it and send it to the safety office on your behalf. Complete 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, which opens the claim.

TRANSPORTING INDIVIDUALS NEEDING MEDICAL ASSISTANCE

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

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

Injured person's supervisor

- 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)
- Report the accident/incident to the Safety Office

Injured person and/or supervisor

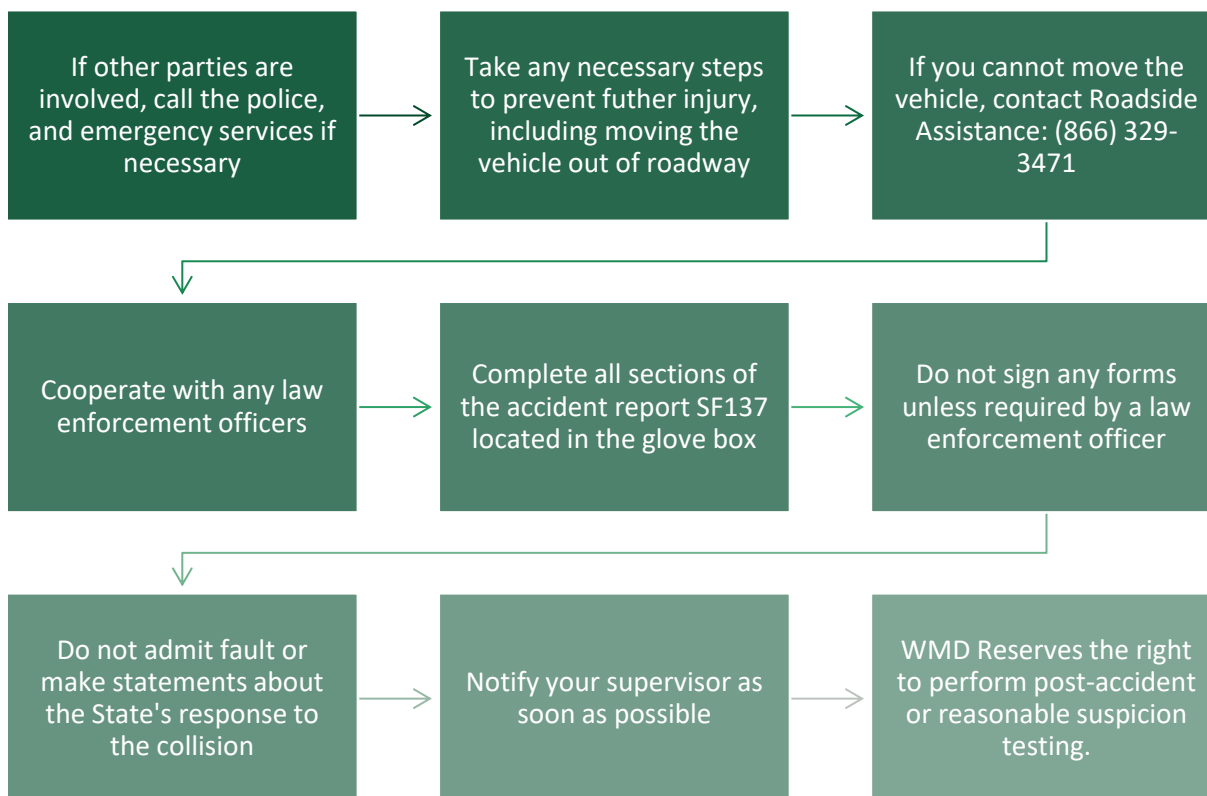
Fill out the WMD [Accident/Incident Report form](#) within 24 and submit to the Safety Office

ACCIDENT/INCIDENT INVESTIGATION

Supervisors are required to timely investigate after any accident/incident is reported. The Safety Officer is available to assist supervisors in the investigation of accidents/incidents and to investigate accidents resulting in serious injury.

The supervisor must complete the supervisor's portion of the WMD Incident/Accident Report form to the Safety Officer 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.

STEPS TO FOLLOW AFTER A COLLISION / ACCIDENT:



IF YOU DO NOT HAVE ACCESS TO AN ACCIDENT REPORT FORM, OBTAIN THE FOLLOWING INFORMATION:

- 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 and floor areas

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 ([SF137](#)) if the employee was driving a state-owned vehicle. The [WMD Accident Report form](#) must also be submitted

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 Officer within 30 days after the collision.

CLAIMS MANAGEMENT

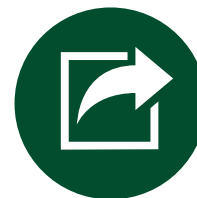
Employees who are injured on the job and require medical care beyond first aid can file an L&I Worker's Compensation claim for medical care and benefits at their medical provider's office, or from the File a Claim tab on the [LNI website](#).

Employees are also responsible to:

- Coordinate directly with L&I for claim benefits.
- Keep their supervisor and the Agency Claims Manager informed of any work restrictions.
- Submit leave slips using their available leave balances or leave without pay for medical appointments or other lost work time.
- Comply with the L&I claim benefit requirements.

STATE RETURN TO WORK PROGRAM

In compliance with [RCW 51](#), 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. 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.



- Qualifications for Modified Duty Work:
 - Eligible only in the first two years from the date of illness/injury
 - Qualify to receive time loss compensation under [RCW 51.32.010](#) as a claimant.
 - Temporarily unable to return to their previous work.
 - Is physically capable of carrying out work of a lighter or modified nature, regardless of the original position's essential functions.
 - A permanent state employee
- Requirements to participate in Modified Duty Work:
 - Qualify to receive time loss compensation under [RCW 51.32.010](#)
 - Unable to temporarily return to their previous work.
 - Able to perform light duty.
 - Modified duty cannot be a promotion.
 - Is medically qualified to perform the work that will be assigned.
- Duration of Modified Duty can continue until:
 - Claimant is medically released to normal work.
 - Permanent medical restrictions are identified that prevent the employee from returning to their normal job.
 - Claimant is unable to perform the work due to medical restrictions related to the claim.
 - Work is no longer available or becomes unfunded.
 - The claim has aged beyond two years from the date of illness/injury.
- Modified Duty Process
 - The request for modified duty may be initiated by the supervisor, employee, L&I Claims Representative, or the Agency Claims Coordinator
 - The Agency Claims Coordinator will coordinate the modified duty.

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 claimant’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.

SHORT-TERM RETRAINING AND JOB PLACEMENTS

The Agency Claims Coordinator 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 Agency Claims Coordinator 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.

WELLNESS PROGRAM



The purpose of the Wellness Program is to improve the health and wellbeing of WMD employees. The Wellness Council meets as needed. All employees are invited to participate and propose Wellness activities.

SmartHealth is Washington State's voluntary wellness program that supports you on your journey toward living well. The secure, easy-to-use, mobile-friendly website offers tips and tools through fun activities such as sleeping better, eating healthier, and planning for retirement. Whether you are trying something new or adding to what you already do, SmartHealth has something for everyone. As you progress on your wellness journey, you can also qualify for rewards.

Learn more by watching the SmartHealth stories video or visiting the [SmartHealth website](#).

SAFETY COUNCIL

The WMD Safety Council is composed of one person from each division. Membership consists of employee-elected and management-appointed representatives. Employee elected representatives must comprise at least 50% of the membership. Employee-elected Council members serve a term of no longer than one year. New elections must be held prior to the beginning of each calendar year. The

chairperson of the Council will be elected by Council members and volunteer Council members will be asked if they are willing to remain in their positions for the next calendar year.

The Safety Council will meet on the third Thursday of each month. The length of the meeting is one hour. The chairperson and Council members determine the agenda. The Safety Officer serves on the Council in an advisory, non-voting capacity.

The chairperson may request a Council 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 be posted on all Safety bulletin boards.

Minutes from Safety Council Meetings are submitted to the Safety Council Members for comments and changes. After changes are made, the minutes must be approved at the next Safety Council Meeting and posted to the [Safety SharePoint](#) site for one year.

BULLETIN BOARDS

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

- Names/email addresses of Safety Council members for the area
- Emergency evacuation routes for the area (if not posted in other locations)
- Most recent Safety Council 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
- A copy of the Agency Accident Prevention Program

ERGONOMIC ASSESSMENTS



The WMD Safety Office is available to provide ergonomic assessments of employee workstations. Prior to requesting an assessment, do the [self-assessment](#) offered by the Department of Labor and Industries.

This link contains information on adjusting your chair, armrests, keyboard height, monitor height, etc. There is also information on controlling repetitive hand and wrist tasks. If you

have any concerns regarding the safety of your workstation, contact the Safety Officer at the number listed above.

MASS WARNING NOTIFICATION SYSTEM (MWNS)

In the event of a serious incident or inclement weather emergency or other disaster that poses a threat to the health and/or safety of employees, the WMD is committed to ensuring communication of this emergency information by means of a Timely Warning Notification. To support this commitment, the WMD has ensured there are systems, equipment, and procedures in place to support a robust MWNS capability and has invested in a Communication System which allows administrators to distribute notices in the event of a critical incident, dangerous situation, or severe inclement weather emergency.

Testing of the MWNS is required to ensure functionality and to familiarize new recipients with the system's features. All tests must be evaluated, and corrective actions implemented as necessary. All testing will be done during normal business hours.

During onboarding of new employees, the Communication System will be loaded with your state email address and work desk phone if listed in the directory. You can contact HR to have a link sent to you that you can use to update your profile with any additional information (e.g., personal cell phone, personal e-mail, etc.) you wish to add. Submitting additional contact methods is voluntary.

FORMS

Accident/Injury Report	WMD Form 6007-19
Near Miss & Hazard Report Form	WMD Form 6008-19
Vehicle Accident Form	SF137

RESOURCES

Emergency Contact Updates	My Portal
Emergency Reference Guide	Example - Emergency Reference Guide
Ergonomics Self-Assessment	LNI Office Ergonomics
Labor and Industries	LNI website
Mandatory Training Requirements	HRDR Division Template HR 215-04
Reasonable Accommodation	Department Policy HR-211-05

Return to Work RCW	<u>RCW 51</u>
SmartHealth	<u>Wellness Website</u>
Time Loss Compensation	<u>RCW 51.32.010</u>
WMD Policies	<u>IGAP SharePoint</u>
WMD Safety and Claims	<u>Safety and Claims SharePoint</u>
WMD Human Resources	<u>HR SharePoint</u>

MAINTENANCE SPECIFIC RESOURCES

Chemical Hazard Communication	<u>Procedure SAF-004-21</u>
Confined Space Program	<u>Procedure SAF-005-20</u>
Hazardous Energy Control Program	<u>Procedure SAF-006-20</u>
Forklift Driver Safety Certification	<u>Procedure SAF-007-21</u>
Hearing Conservation Program	<u>Procedure SAF-003-20</u>
Personal Protective Equipment	<u>Procedure SAF-001-20</u>
Fall Protection Program	<u>Procedure SAF-002-20</u>

VEHICLE SPECIFIC RESOURCES

Collision/Accident Reporting	<u>Collision Reporting Procedure (wa.gov)</u>
WMD Motor Vehicle Operators	<u>Policy No. SAF-602-11</u>
Proof of Liability Insurance	<u>ProofOfInsurance.pdf (wa.gov)</u>
State Vehicle FAQ	<u>State Vehicle Frequently Asked Questions DES</u>

ACKNOWLEDGEMENT OF RECEIPT OF WMD ACCIDENT PREVENTION PROGRAM

The goal of the Accident Prevention Program is to minimize the frequency and severity of employee accidents and comply with the laws and regulations that pertain to our agency.

The program has been designed to reduce or eliminate physical hazards from the work environment and train employees in safe work practices.

You can find the Accident Prevention Program in each of the following ways:

- A hard copy is located on your department Safety Bulletin Board
- The Safety Office SharePoint Site
- The IGAP SharePoint Site
- New hires are given a copy upon employment.

Employees are expected to read the Accident Prevention Program within 10 days of signing this acknowledgement. As an employee, it is your responsibility to read this manual and to clarify with the Safety Office anything you do not understand.

Your acknowledgement will be recorded in your personnel file. This manual supersedes all previously established Safety Manuals.

I acknowledge that I am aware of how to access the WMD Accident Prevention Program and understand that I am expected to read, understand, and adhere to the Program.

Signature

Date

Print Name