

# ACCIDENT PREVENTION PROGRAM



1600 Chester Avenue  
Bremerton, Washington 98337

***Mission: Olympic College*** *enriches our diverse communities through quality education and support, so students achieve their educational goals.*

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## Accident Prevention Program Responsibilities

Olympic College is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, program standards, and with any special safety concerns identified at the department level.

Under the oversight of the Associate Vice President for Human Resources and the Vice President of Administrative Services and in concert with Campus Security and Environmental Health and Safety, the Olympic College Accident Prevention Program (APP) seeks to:

- Develop, administer and oversee implementation of environmental health and accident prevention programs for employee, faculty, student and visitor protection.
- Facilitate compliance with local, State, and Federal health and safety regulations.
- Implement and oversee a college-wide hazardous waste plan which includes recommended policies, storage locations, and disposal planning. (*See Hazardous Waste Management Program*).
- Maintain all records as required by State regulation WAC 296-27.
- Report any fatalities, hospitalizations, amputation or dismemberments, and loss of sight to the WA State Department of Labor and Industries (L&I) in the time required.
- Advise managers, supervisors, employees, and Safety Committee members on safety programs and best practices.
- Review accident investigations for needed corrective or preventative actions.
- Conduct inspections of facilities as required by regulatory compliance and on a routine basis to ensure compliance with safety requirements.
- Assure that lifesaving equipment is available, inspected per regulatory standards, accessible, and functioning properly for the health and safety of all staff, faculty, students, and campus visitors and vendors.

## **APP Responsibilities: Administration**

Administrators at the college are responsible to assure the following:

- Follow safety rules described in the APP.
- Allow for time and resources to carry out the APP in accordance with the regulatory guidelines provided by Washington State.
- Assure that an updated APP exists at Olympic College. The APP should be a living document and changes will be made as regulations change and as new safety practices are mandated.
- Provide support for supervisors to implement agreed upon safety programs.
- Agree to audit safety programs annually and determine the APP goals and resources assigned.
- Assure that there is an Emergency Management Plan and Emergency Procedures are in place and periodically practiced.
- Follow disciplinary procedure for administrators, faculty, staff and student employees who do not abide by safety rules and implemented standards herein.

## APP Responsibilities: Supervisory

All employees that supervise staff, faculty, and/or students are required to perform the following:

- Follow safety rules described in the APP.
- Ensure all employees under their supervision receive an on-the-job safety orientation that provides instruction on how the employee is to perform their job assignments safely. Once the safety orientation is complete, the supervisor and employee will complete, sign, and send the *Olympic College New Employee Safety Orientation Form* to [HRTicket@olympic.edu](mailto:HRTicket@olympic.edu)
- As needed, conduct a Job Hazard Analysis (JHA) for each employee work task or position.
- Ensure implementation of applicable safety programs for employees.
- Ensure each employee receives training on safe operation of equipment and safe handling of hazardous chemicals and materials before starting work.
- Ensure that each employee using personal protective equipment (PPE) receives training and is instructed on the use and care of PPE *before* starting work.
- Conduct daily walk-around safety-checks of the work area, promptly correcting any hazards identified. If hazards cannot be easily corrected, the supervisor will contact the Environmental Health & Safety (EHS) Director for further assistance.
- Supervisors will assure employees abide by and are accountable for following safety rules. Failure to follow safety rules may be subject to disciplinary proceedings.
- Ensure employees complete and submit the Olympic College Accident Reporting Form within 24 hours of an accident.
- Complete the Supervisor's Accident Investigation Report within 48 hours of an employee accident.
- Set a good example for employees by following safety rules, performing tasks safely, and attending trainings.

## APP Responsibilities: Employees

The term *employee* shall include all full-time, temporary, or part-time classified, staff, faculty or students employed by the college. It is the responsibility of every employee to:

- Follow safety rules described in the Accident Prevention Program.
- Promptly report hazards or near misses (unsafe equipment, floors, etc.) to your supervisor, campus security, EHS Director or Safety Committee representative and submit a Safety Gram (Hazard/Near Miss Form).  
<https://www.olympic.edu/form/safety-gram>
- Report all injuries to Campus Security, your supervisor and Human Resources (HR) promptly regardless of how serious the condition.
- Complete and submit an *Olympic College Accident Report Form* within 24 hours, or the next workday after being involved in an accident or injury on Olympic College property or at a college-sanctioned activity.
- Always use personal protective equipment (PPE) as necessary and maintain it in good working condition or replace as needed.
- Do not remove or tamper with any safety device or safeguard provided for your protection.
- Encourage co-workers by your example to use safe work practices on the job.
- Employees are encouraged to offer safety suggestions, wherein such suggestions may contribute to a safer work environment.
- Observe all hazard warning and no smoking signs.
- Keep aisles, walkways, and working areas clear of slipping/tripping hazards. Also maintain a clean and organized work area by practicing excellent housekeeping skills.
- Know the location of life-saving equipment, safety exits, and evacuation procedures.
- Keep all emergency equipment such as emergency eyewash and shower equipment, fire extinguishers, fire alarms, fire hoses, exit doors, first aid kits, AEDs, and stairways clear of obstacles and easily accessible.
- Not be under the influence of alcoholic beverages or drugs during working hours, when on college business, or on college property.
- Refrain from fighting, bullying, horseplay, or distracting fellow workers.

- Operate only the equipment for which authorized and properly trained and observe safe operating procedures for this equipment.
- Always follow proper lifting procedures.
- All employees shall perform excellent housekeeping practices. They must make sure that their work areas, whether permanent or temporary, are kept clean and organized to prevent such hazards as: fire; pest harborage; slips and falls; trip and falls; obstruction of life-saving equipment and means of egress; and any other hazard associated with a disorganized and unkept work area.

## APP Responsibilities: Faculty

Faculty shall observe the responsibilities for **Employees** as above.

*Additionally:*

- It is noted that Faculty are responsible for general student safety in the classroom and Laboratory and Shop Safety Programs as applicable.
- Faculty should ensure their students are trained on appropriate alarm and emergency procedures on the first day of class. This includes the location of all lifesaving equipment and its proper use.
- It is recognized that academic employees shall have the right to make their work environment, such that initial action(s) in times of violence, classroom disturbance or medical emergencies shall be within the purview of the academic employee. Follow up action(s) shall involve appropriate College officials.
- Report unsafe practices or conditions to the Dean of the area where the hazard was observed.



## Safety Orientation

New employees will receive safety orientation at their initial onboarding and sign that they received this training which will include:

1. **Responsibilities set forth within the Accident Prevention Program (APP):** Employees will receive a copy of the APP (this document).
2. **How and when to report injuries:** Ensure employees know what the procedure is for reporting accidents and injuries.
3. **Where first-aid facilities are located:** Ensure employees know how to access first-aid supplies and services when needed.
4. **How to report unsafe conditions and practices:** Ensure employees know how to report hazards and near misses.
5. **What to do in an emergency, including how to exit the workplace:** Ensure employees are familiar with the College's emergency response procedures.

### Additional Review and Training

Periodic training of employees will be conducted to review existing safety procedures, to examine new requirements, and to improve the safety practices of all employees.

Supervisors must provide an on-the-job safety orientation to all compensated employees, to include new employees, re-hires, and part-time employees.

Use the New Hire Safety Orientation Form to document the orientation. Supervisors will submit the completed form to Human Resources either by delivering it in person or emailing it to:

[HRTicket@olympic.edu](mailto:HRTicket@olympic.edu)

The supervisor will follow the procedures set forth in the APP Responsibilities: Supervisory section of this document (*See page 5*).

### Non-Routine Work Tasks

If an employee is given a special job that is new or unfamiliar, or differs from routine work assignments, the supervisor is responsible for providing training, to ensure that the employee has the knowledge, skills, and ability (KSA) to:

1. Identify new workplace hazards (including chemicals).
2. Protect themselves from associated workplace hazards.
3. Use the PPE provided by the supervisor to perform the job safely.
4. Locate the nearest first-aid kits, AEDs, and fire extinguishers.
5. Properly follow evacuation/emergency procedures for their work area.

## Safety Inspections

Olympic College is committed to identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt efforts to eliminate any hazards found as resources are available. Some hazards may require investigation. If this is the case, employees who submit hazard reports will be notified of the pending investigation. Please use proper channels to submit hazard reports by **using Safety Gram** so that the request can be documented and disseminated accordingly. (<https://www.olympic.edu/form/safety-gram>)

In addition to reviewing injury records and investigating accidents for their causes, management and the Safety Committee will regularly check the workplace for hazards as described below:

### Safety Surveys:

- **Olympic College Safety Survey** – the Safety Committee, in collaboration with EHS and other departments, will assure that environmental health and safety inspections are being conducted at least annually.
- **ORM Safety Survey** - The WA State Office of Risk Management conducts an annual survey with a focus on assessing an institution's climate of safety.
- **EHS** – EHS will conduct quarterly safety inspections of all Olympic College campuses to assure compliance with regulatory standards, and to identify any hazards and order prompt corrective action be taken. EHS will submit this report to members of the safety committee and to the Facilities and Safety Governance Council.

## Job Hazard Analysis


A Job Hazard Analysis (JHA) is an effective safety tool that, when implemented properly, can help identify hazards associated with a specific tasks or tasks, and can provide the user with the control measures needed to protect themselves and others from harm.

Supervisors and employees should work together to complete the JHA prior to the start of a task. The **JHA** is also a fluid document, as it can be kept close at hand throughout performance of the task. If a dynamic of the task changes, utilize the **JHA** Checklist form to add any additional identified hazards in order to implement the correct measure of control.

## Hierarchy of Safety Control Measures:

Use one or more of the safety controls listed below to protect yourself and others against the identified hazards contained within the JHA.

1. **Eliminate the hazard** altogether (e.g., *Use a tool that allows you to reach and work from the ground instead of elevated and face risk of falling*)
2. **Substitute the hazard** with a safer alternative (e.g., *Substitute a toxic chemical for a less toxic chemical that is just as effective*).
3. **Use engineering controls** to reduce the risk. (e.g., *attach guards to a machine, or establish an area of safety around the machine*).
4. **Use administrative controls** to reduce the risk (e.g., *Safety Training, warning signage, and safety program implementation*).
5. And finally, as a last resort, the **Use of Personal Protective Equipment (PPE)** (e.g., *Gloves, Safety Glasses and Ear Plugs used as a barrier between your body and senses and the hazards*).

 <b>OLYMPIC COLLEGE</b>		<b>WORK ORDER: JOB HAZARD ANALYSIS (JHA) CHECKLIST</b>			
<b>Work Order #</b>		<b>Form Completed By</b>		<b>Task Start Date</b>	
<b>Task Description</b>		<b>Task Location</b>			
<b>Is Special Training Required?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>List Accredited Training/Certifications</b>			
<b>Team Members</b>		<b>Hazardous Material / Exposure Assessment</b>		<b>Work Environment Assessment</b>	
If others will be working on this task, to include contractors, please list their names below. <i>*Note: Please identify this PTP with everyone listed below. It is recommended that the entire Team works together to complete this form.</i>		Please identify any of the listed hazardous material that you will OR may be exposed to in your work area. <i>*Note: If you check any of the listed materials below, be sure that your task does not involve handling or disturbing this material. If your task will disturb the material, please STOP and communicate with the EHS Manager prior to start of task.</i>		Please identify any of the listed hazards that you will OR may be exposed to in your work area. <i>*Note: If you check any of the listed hazards below, be sure that you have the adequate protection and correct these hazards when feasible. If protection is not available and correction these hazards is not feasible, please STOP and communicate with the EHS Manager.</i>	
1	6	Asbestos	<input type="checkbox"/>	Lead	<input type="checkbox"/>
2	7	Silica Dust	<input type="checkbox"/>	Carbon Monoxide	<input type="checkbox"/>
3	8	Flammable Liquid	<input type="checkbox"/>	Flammable Vapor	<input type="checkbox"/>
4	9	Hazardous Chemical	<input type="checkbox"/>	Hazardous Vegetation	<input type="checkbox"/>
5	10	Bloodborne Pathogens	<input type="checkbox"/>	OPIM	<input type="checkbox"/>
Contractor 1		Pest Feces	<input type="checkbox"/>	Gases or Fumes	<input type="checkbox"/>
Contractor 2		Other:			
Contractor 3		Other:			
<b>Tool Inspection</b>		<b>Equipment Inspection</b>		<b>Personal Protective Equipment (PPE)</b>	
Please list any hand and power tool you intend to use for this task.		Please check any of the listed equipment you will be utilizing for this task.		Please check any of the listed PPE that you will be utilizing for this task.	
<input type="checkbox"/> Complete	<input type="checkbox"/> Have you thoroughly inspected the tool?	<input type="checkbox"/> Ladder or Step Stool	<input type="checkbox"/> Complete	<input type="checkbox"/> Safety Glasses / Goggles	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Scissor or Boom Lift	<input type="checkbox"/> Complete	<input type="checkbox"/> Face Shield / Welding Hood	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Forklift or Pallet Jack	<input type="checkbox"/> Complete	<input type="checkbox"/> Other Welding Protective Equipment	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Powered Lawn Equipment	<input type="checkbox"/> Complete	<input type="checkbox"/> Appropriate Gloves and/or Sleeves	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Powered Saws	<input type="checkbox"/> Complete	<input type="checkbox"/> Hearing Protection (Plugs or Muffs)	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Golf Cart	<input type="checkbox"/> Complete	<input type="checkbox"/> Respirator	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Electrical / Extension Cords	<input type="checkbox"/> Complete	<input type="checkbox"/> Specialty Footwear	<input type="checkbox"/>
<input type="checkbox"/> Complete		<input type="checkbox"/> Fall Protective Equipment	<input type="checkbox"/> Complete	<input type="checkbox"/> Hard Hat or Other Head Protection	<input type="checkbox"/>
<input type="checkbox"/> Complete		Other:	<input type="checkbox"/> Complete	Other:	<input type="checkbox"/>
<input type="checkbox"/> Complete		Other:	<input type="checkbox"/> Complete	Other:	<input type="checkbox"/>
<b>Is a First Aid Kit readily available?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Is a Fire Extinguisher readily available?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Is an AED readily available?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>In the event of an emergency do you have means to communicate with other Staff?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>Have you identified Means of Egress?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Additional Comments</b>					
<b>EHS Comments:</b>					

## Injury Response

If an individual is injured in a workplace accident at Olympic College, follow this procedure:

1. For emergencies that require immediate and urgent medical care call **911** first and then **Campus Security at (360) 475-7800**. Campus Security will lead emergency first responders to the accident scene as quickly as possible. Remember to give clear and concise directions to the dispatcher and the campus security officer so that emergency responders are able to get to the victim as soon as possible.
2. For less urgent situations call **Campus Security at (360) 475-7800**. Be sure to follow any direction the security officer gives you.
3. It is your responsibility to know who in your department is currently first-aid and CPR trained and certified. Only those who are first-aid certified should administer first aid to the injured worker. *(If interested in becoming first-aid, CPR, and AED trained and certified, please speak with your supervisor as EHS is now able to conduct this training).* Also, your supervisor will conduct an on-the-job safety orientation following this initial onboarding process. During this internal departmental safety orientation, your supervisor will point out the location of the nearest first-aid kits, AED, fire extinguishers, and evacuation/emergency procedures for your work area.
4. Once the injury has been properly reported, communicate with your supervisor as soon as feasible.
5. Continue to administer first aid, monitor, and comfort the victim until the appropriate help arrives.
6. Note the time of the injury and any extenuating circumstances. Both the victim, your supervisor, and any witnesses will be called upon to give a written statement of the accident. These statements are intended to help EHS and Campus Security implement means and methods of preventing any similar accidents in the future.
7. Above all, stay safe and remain calm.
8. If you are injured and require medical attention, you are always encouraged to do so. Please remember to follow the doctor's recommendations and keep copies of any documentation that the treating physician provides you. Pay close attention to the physician's instruction on the *Activity Prescription Form (APF)*.

## **Location of First Aid Kits, Fire Extinguishers, and Automated External Defibrillators (AED)**

Your supervisor will let you know the location of the nearest first-aid kit, fire extinguisher, fire alarm pull station, and AED during on-the-job safety orientation. If this information is not clearly communicated to you, please reach out to EHS Director (*David Keen, 360.475.7524*) for clarification.

Our vendor is scheduled to visit our campuses monthly to assure that our first-aid kits are fully stocked. If you notice that your first-aid kit is getting low on stock, please communicate with your supervisor and reach out EHS ([EHS@olympic.edu](mailto:EHS@olympic.edu)).

EHS will assure that all AEDs are inspected monthly to assure that they are functioning properly. EHS is responsible for maintaining our AEDs. EHS maintains our AEDs by ordering pads and batteries before expiration and properly installing them to the AED unit. If you have questions concerning our AEDs, please reach out to [EHS@olympic.edu](mailto:EHS@olympic.edu).

Only personnel who are properly trained and certified to administer first aid and CPR should do so. If you are not properly trained and certified, please call for help and allow someone with the proper training and certifications to take over and assist the injured person(s). If you would like to be trained and certified to administer first aid and CPR, please communicate with your supervisor and EHS.

## **Exposure to Bloodborne Pathogens and Other Potentially Infectious Material (OPIM)**

To prevent exposure to any infectious diseases, such as Hepatitis B (HBV) or Human immunodeficiency viruses (HIV), all blood and Other Potentially Infectious Material (OPIM) should be treated as if it is in fact infectious. ALWAYS wear protective gloves when administering first aid and CPR upon an injured person. All first-aid kits have disposable gloves and a CPR mouth barrier included in its inventory. *(See Bloodborne Pathogen and Exposure Control Plan; WAC 296-823-11010).*

If you are exposed to blood or OPIM while administering first aid, be sure to wash the exposed body part with soap and water for a minimum of 20-seconds as soon as feasible. Then be sure to communicate the exposure with your supervisor as soon as possible for the appropriate follow-up procedures to be initiated. Employees who have been exposed have the right to request a confidential post-exposure evaluation and follow-up at no cost to them. The source individual must also be tested as soon as feasible, as long as the source person has given their consent. (Reach out to Human Resources for further information).

For employees who could be exposed to and who have not had the Hepatitis B vaccination, they have the right to receive this vaccination if they so choose. The vaccination will be made available at no cost to the employee. Employees who would like to receive this vaccination should reach out to human resources to make this request.

*For further information, refer to WAC 296-823 and the OC Bloodborne Pathogen Exposure Control Plan.*

## Communicable Diseases and Infectious Control Measures

**WAC 246-101-010** defines Communicable disease as:

*(8) "Communicable disease" means a disease caused by an infectious agent that can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission through an intermediate host or vector, food, water, or air.*

Exposures to a variety of infectious diseases in a school population are not unexpected and may even be inevitable. It is the responsibility of every employee of Olympic College to do their best to help prevent the spread of communicable and infectious diseases such as COVID-19, the common cold, influenza, tuberculosis, and other known communicable diseases identified by the Washington State Department of Health (<https://doh.wa.gov/data-statistical-reports/diseases-and-chronic-conditions/communicable-disease-surveillance-data>) and the Center for Disease Control (CDC - <https://www.cdc.gov/health-topics.html#cdc-atozlist>).

### **Control Measures**

The following are control measures that should be implemented in order to help eliminate the spread of communicable diseases on our campuses and within our facilities:

1. First and foremost, IF YOU ARE SICK, PLEASE STAY HOME and communicate with your supervisor as soon as possible. Please stay home until the infectious period has ended. (A licensed healthcare provider will determine the infectious period).
2. Depending upon the severity of your illness, it is also highly recommended to seek medical attention.
3. It is also recommended to seek medical attention if your illness persists beyond a reasonable time.
4. If you are sick and are able to work remotely, this may be a safer alternative. Your supervisor will make the decision on whether or not this option is feasible.
5. Olympic College will continue to notify employees of any COVID-19 exposures at work.
6. Olympic College will also continue to report COVID-19 outbreaks to Department of Labor and Industries.
7. Any employee who has a confirmed case of COVID-19 should communicate with their supervisor immediately and isolate for 5 days from the first onset of symptoms or confirmed positive test result. After employees return to work after the fifth day, they are highly encouraged to wear a well-fitting mask around others for an additional 5 days.
8. Masks and social distancing are no longer required per DOSH directives, but the continuation and use of these safe practices are highly recommended.
9. Frequent hand washing and the use of hand sanitizer is one of the most important techniques for preventing the transmission of disease. All employees should wash their hands prior to eating, after administering first aid, after handling garbage or soiled laundry, and after using the restroom.

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10. Proper sneezing and coughing etiquette should be practiced. Whenever possible, one should sneeze into a tissue or into the inside of their elbow if a tissue is not readily available.
11. Our custodial staff will continue to follow a rigorous cleaning schedule and housekeeping practices to assure that all touch points are disinfected throughout the day. Please notify facilities by submitting a work order:  
([https://dlweb.megamation.com/olympic/DLWEB.php/O4W\\_INFO\\_PAGE](https://dlweb.megamation.com/olympic/DLWEB.php/O4W_INFO_PAGE))  
or by calling **360.475.7810** if your work area needs cleaning or if you need disinfectant provided.
12. Discrimination against high-risk employees who seek accommodations for COVID-19 will not be tolerated.

### At Risk Populations

At-Risk Populations in any school population, there are certain individuals who may have a higher risk of complications if exposed to specific diseases. Students and staff with anemia or immunodeficiencies, and those who are pregnant are all considered “high risk.” In addition, those who have chronic disease, nutritional deficiencies, or debilitating illness should also be informed of the possible risks of acquiring an infection. The responsibility of Olympic College is not to determine the extent of that risk, but to inform these individuals whenever there is increased risk of exposure to an infectious disease and to encourage them to consult with their licensed health care provider. The licensed health care provider will assess the risk and make appropriate recommendations for treatment of their patient.



## Reporting Accidents and Injuries

When a person suffers an accident on campus or during any College-sanctioned activity, the appropriate accident report forms must be completed and submitted in a timely manner. Be sure to communicate with your supervisor and follow their direction for the reporting process.

**In the event of an emergency the procedure is:**

**To report a death, life threatening emergency or catastrophe, employees are to dial 9-1-1 and describe the location and emergency to the dispatcher.** Be sure to follow the dispatcher's instructions and remain calm.

Immediately afterwards call **Campus Security at (360) 475-7800 to report the incident.** And then notify your immediate supervisor. *Employees do not need permission to call 9-1-1.*

*Report all **urgent accidents and injuries** immediately to Campus Security at: (360) 475-7800*

***Non urgent injuries or hazards** can be reported to Human Resources at: (360) 475- 7300*

*Or*

*Reported to EHS at: (360)475-7524*

**You can also use a safety gram to report non-urgent incidents or identified hazards:**  
<https://www.olympic.edu/form/safety-gram>

Remember: **IF YOU SEE SOMETHING, SAY SOMETHING.**

In the event of an accident which results in an injury:

- The accident victim needs to fill out the Accident Investigation Report within 24 hours of the accident.
- The victim's supervisor is required to fill out the Supervisor Accident Investigation Report within 48 hours of the accident. *\*Note: Campus Security personnel will fill out the Supervisor's form for a victim who is not an employee.*
- Any witnesses should fill out the Olympic College Witness Statement Form within 24 hours.
- Hard copies of the forms may be obtained from Campus Security or from the EHS Department.
- Employees involved in a motor vehicle accident while driving a college vehicle or conducting College-related business, must fill out the State Employee Vehicle Collision Report Form (SF137). employee will submit this form in addition to the Olympic College Accident Reporting Form.

## Reporting Unsafe Conditions and Practices

**Hazard/Near Miss Report:** Any individual who has experienced or witnessed a Near Miss or believes a hazard exists at Olympic College is encouraged to submit a Hazard/ Near Miss Report. Reports may be submitted using **Safety Gram** <https://www.olympic.edu/form/safety-gram> or by contacting Human Resources, EHS Director, and/or Campus Security.

**Unsafe Conditions and Practices:** ALL staff, students, and visitors are encouraged to report any unsafe conditions, practices, or perceived hazards to their direct supervisor and the EHS Director (*David Keen, 360.475-7524 or [dkeen@olympic.edu](mailto:dkeen@olympic.edu)*). Any retaliation upon someone who reports a hazard, unsafe condition, or unsafe practice will not be tolerated.

### Definitions:

1. **Near Miss** - An unplanned event that did not result in injury, illness or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality, or damage.
2. **Hazard** - A hazard is any source of potential damage, harm, or adverse health effects on something or someone under certain conditions.
3. **Unsafe Conditions and Practices:** Unsafe conditions are hazards that have the potential to cause injury or death to an employee. Some of these hazards include erroneous safety procedures, malfunctioning equipment or tools, or failure to utilize necessary safety equipment such as goggles and masks.

In order to maintain a safe and healthy working environment we must all work together as a team. EHS is dedicated to working with staff and students to find solutions and methods of control to assure that everyone is able to go home safe and sound.

## Workplace Violence and Bullying

### **Unsafe work conditions may include Workplace Violence:**

Any individual who believes they are a victim of workplace violence is encouraged to report perceived workplace violence or bullying directly to HR. HR will make the determination of whether or not to proceed with an investigation. HR will make the determination of whether or not workplace violence is believed to have occurred and HR will recommend the appropriate disciplinary procedures and solutions to the appropriate parties.

**Regardless of the type of threat any employee who perceives an immediate threat of bodily harm should:**

- **Call 911**
- **Disengage and evacuate the area**
- **Isolate the threatening individual if it is safe to do so**
- **Notify Campus Security, HR, and their supervisor**
- **Do whatever is reasonable to keep other employees from potential harm**

**NOTE:** HR does not release information regarding what, if any, personnel action is taken against an employee, unless required otherwise by law.

## Accident Investigation Procedure

### Incident Reporting Procedures

All work-related injuries (regardless of the severity), illness, safety related incidents (including workplace violence and incidents resulting in property damage,) near misses, reports of unsafe or unhealthful working conditions, must be reported by the employee to the supervisor, HR, and EHS.

If there is an accident that results in the employee death or serious injuries that have immediate symptoms, a preliminary investigation into the root cause of the accident will be conducted by Campus Security, EHS and HR in collaboration with the immediate supervisor of the injured person(s), an employee representative of the union or safety committee, and any other persons determined by the college whose expertise would be deemed to be of assistance for the investigation.

The investigation team will take written statements from witnesses, photograph the accident scene and equipment involved. As soon as possible after the accident, the team will also document the condition of the equipment and anything else in the area that may be relevant. The team will create a written **Accident Investigation Report** of its findings. The report will include a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent a similar accident in the future. The report will be reviewed by the Executive Team (E-Team) and made available to the Safety Committee as soon as possible.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will complete the Supervisor's Accident Investigation Form to accompany the Employee's Accident Report Form.

### Protocol in case of injury, hospitalization, or death

If an employee dies while working or is not expected to survive, or if an employee is inpatient hospitalized as a result of work-related incident HR or EHS will call Labor and Industries at **1- 800-423-7233** within **8 hours** after the accident and within **24 hours** of any accident that leads to a non-hospitalized amputation or loss of an eye(s).

Each report must include the following information:

- 1) Name of campus.
- 2) Location of the incident.
- 3) Time of the incident.
- 4) Number of fatalities or hospitalized employees.
- 5) Extent of injuries or illnesses.
- 6) Contact person & telephone number.
- 7) A brief description of the incident.

**\*Note:** *It is imperative that you NOT DISTURB the scene except to aid in rescue or make the scene safe. This is important for investigative purposes.*

## Emergency Management Plan

### Emergency Response and Evacuation Procedures

Olympic College has an Emergency Management Plan which outlines emergency response procedures during an emergency such as fire, earthquake, or other emergencies. The Director of Security and Emergency Management has the overall responsibility for establishing, implementing, and overseeing the Emergency Management Program and its corresponding plans. The program and corresponding plans can be reviewed on the OC website at: <https://www.olympic.edu/emergency-management>.

**Evacuation maps** for each building are posted near the entrance to each building. The maps show the location of exits, and where to assemble outside. ***\*Fire evacuation and other emergency drills will be conducted quarterly.***

**Emergency Procedures** are located near the entrance and throughout each building (*Identify these locations during inter-departmental training with your supervisor*). These procedures should be taken to the evacuation assembly area and used as a step-by- step guide during a live emergency or drill.

***In general, employees need to familiarize themselves with their workplace and practice the following:***

- Take time to familiarize yourself with the procedures in this document to prepare for an emergency.
- Develop awareness of your situation which will aid you in times of crises by being familiar with your environment and safety procedures.
- Practice keeping your workspace clean and free of clutter. This includes working to keep emergency exits free of obstacles and clutter; removing storage from electrical rooms, mechanical rooms, and Main Distribution Frame (MDF) rooms; and assuring that fire extinguishers and first-aid kits are available and accessible in case of emergency.
- Know the hazards in your work area.
- Know the location of life-saving equipment such as automated external defibrillators (AED), fire pull stations, extinguishers, first-aid kits and understand how to use these.
- Know evacuation routes and procedures for buildings you live, work and study in frequently.
- Know whom to report to once you have evacuated to the designated assembly area.
- In emergencies prioritize personal safety and the safety of others first followed by the security of college property and equipment.

**Emergency Response and Evacuation Procedures:** These procedures provide basic guidance in case of emergencies and are intended to reduce injuries, loss of life and property damage.

## Hazard Communications (Haz-Com)

Each Supervisor with a new employee with potential exposure to hazardous products will complete a Hazard Communication Training Program.

For purposes of training: *WAC 296-901-14006 defines this for “Employee is a person, as defined under RCW 49.17.020 (5), who may be exposed to hazardous chemical under normal operating conditions or in foreseeable emergencies. Employees such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.”*

Supervisors should contact EHS or HR for help with implementing the Hazard Communication Training Program for their employees.

Additionally, supervisors will provide work area specific information and training on the following:

- An overview of the requirements contained in the OSHA Hazard Communication Standard.
- Hazardous chemicals present in workplaces or operations.
- Physical and health effects of the hazardous chemicals used in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to hazardous chemical through use of control procedures, work practices and the use of PPE.
- Steps the College has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to take if exposed to hazardous chemicals.
- How to read labels and review Safety Data Sheets (SDS) to obtain necessary hazard information.
- Location and availability of the SDS and inventory of hazardous chemicals present in the employee's work area.

It is the responsibility of the supervisor to ensure employees have received this training before working in an area with hazardous chemicals. HR and EHS will be responsible for assisting supervisors who need training resources for their employee-training program.

*(See also the OC Hazardous Communication Program, Chemical Hygiene Plan, and Hazardous Waste Management Plan.)*

## Outdoor Heat Exposure Plan

Olympic College is responsible for the safety of all employees required to work outdoors in direct sunlight or performing strenuous indoor work that could cause the employee to suffer heat-related illness. Prior to May 1<sup>st</sup> of each year, all employees must participate in outdoor heat exposure and heat-related illness training. This training must be documented. (*Digital records are acceptable*).

### Which employees are covered by this plan?

Anyone working outdoors more than 15 minutes in any 60-minute period in temperatures:

- As low as 52°F when wearing clothing that is non-breathable or provides a vapor barrier like rain gear, chemical resistant suits, or Level A suits.
- Starting at 77°F when wearing double layer woven clothing like sweatshirts, coveralls, and jackets on top of other clothes.
- **At 89°F when wearing any other type of clothing like typical shirts and pants.**

Some individuals are more susceptible to heat stress than others. For example, individuals who aren't acclimatized or who come to work dehydrated.

The following College divisions are considered susceptible under this plan:

- Grounds & Nursery
- Maintenance
- Custodial
- Security
- Information Technology
- Any Staff, Faculty, or Student Employee required to work outdoors for more than 15 minutes in any 60-minute period in temperatures mentioned above

### Prevention measures to follow

Workers and supervisors share responsibility for safety at the jobsite. This includes watching out for yourself and others because heat illness can become a life-threatening condition quickly if unnoticed or ignored. Speak up if you notice anything that could be unsafe or result in someone getting hurt or sick.

### Work scheduling and frequent breaks

Supervisors will assure that they schedule heavy work around the cooler parts of the day. Also, supervisors will take measures to allow their workers to take breaks as needed in a cool, shaded area. Supervisors will also make sure that their workers are provided with water to drink (*at least 1 cup every 15-20 minutes*).

### **Adjusting to heat (acclimatization)**

It takes about two weeks to fully adjust to hot working conditions. This adjustment is lost if you are away from the hot conditions for a week or more. Acclimatization is especially critical for heavy work in hot temperatures. Supervisors will allow for enough time for their workers to become acclimatized to the hot weather conditions. *(Start with light physical work and/or short duration of work time and slowly increase each day).*

### **Responding to reports or observations of heat-related illness.**

Let a supervisor know if you or a co-worker is experiencing any signs or symptoms of heat-related illness and take immediate action to ensure things don't get dangerously worse.

1. Time is critical. Get the worker away from the hot area into a cool shaded area. Quick action increases the chances for a full recovery.
2. Let the worker rest and drink cool water.
3. Never leave an employee who is experiencing heat-related problems alone, things could get worse.
4. If the employee does not respond quickly, call emergency medical services.
  - a. Call **911** to call for emergency responders
  - b. Next call Campus Security at (360)475-7800 to inform them of the emergency. Give them your exact location.

If the employee receives medical attention get a written authorization from the provider that the worker can get back to work and if there is any restriction or limitations.

For more information regarding this plan and other heat-related illness training and prevention please contact the EHS Director at (360)475-7524.



## Personal Protection Equipment (PPE)

### General Protection

Employees may only utilize machinery, tools, materials, or equipment, whether owned by the employee or the college that meet the safety or health requirements of this program or any applicable Washington Administrative Code (WAC).

Each supervisor must conduct initial and frequent assessments to determine which PPE is necessary for their employees. This assessment must be documented.

The supervisor must select PPE for each at-risk employee to use for protection from the hazards identified in your workplace hazard assessment. Supervisors will implement PPE as required for differing work duties and will provide PPE for employees. Employees are required to clean and maintain PPE in good working condition.

#### *Reference:*

**WAC 296-800-16020.** You must provide PPE at no cost to your employees if the PPE is the type that would normally not be worn away from the workplace. And is required to comply with safety and health standards of WAC 296-800-16020.

### Training

Employees must be trained by their **supervisor** so that each employee knows what PPE is required for the various work areas or tasks which he or she may be assigned. Employees should know:

- 1) When PPE is necessary.
- 2) What PPE is necessary.
- 3) How to don, adjust, and doff PPE correctly.
- 4) The limitations of the PPE.
- 5) Proper care, maintenance, life and disposal of the PPE.

### Respirator Use

For employees required to use respirators, their supervisor is required to follow the OC Respiratory Protection Plan (*See OC Respiratory Protection Program*). The employee who is required to use a tight fitting respirator is required to be clean shaven and must be fit-tested for the respirator to be used. Also, the employee may be required to submit to a medical examination provided by a third-party physician to determine whether the employee is able to safely wear and use a respirator for the specified amount of time to complete their task(s).

## Employee Safety Training

Safety related trainings at Olympic College focuses on training programs that improve the skill, awareness, and competency of employees in the field of occupational safety and health.

All employees will be required to complete the following safety courses:

1. Onboarding Orientation - including Safety Orientation presented by EHS.
2. On-the-job Safety Orientation Provided by Supervisor.
3. Employees engaging in certain occupations and work will be required to have additional training as required by their department and supervisor.

Employees are encouraged, and some may be required by their supervisor, to continue educating themselves through the courses offered by Olympic College Safe Colleges. See the following link for access: <https://olympic-wa.safecolleges.com/training/extra>.

Each department is also encouraged to conduct internal huddles, trainings, and Safety Talks (“toolbox talks”) in order to improve the safety culture within their departments and amongst the team members. *For more information regarding Safety Talks, please reach out to the EHS Director.*

All **REQUIRED** safety training must be documented and saved. Digital copies are acceptable. An attendance roster is an example of a form of documentation. *For more information regarding documentation and copies of Training Rosters, please reach out to the EHS Director.*

## Safety Committee

The Safety Committee, as required by *WAC 296-800-130*, is intended to be a forum for employees to bring environmental, health, and safety concerns to the attention of management (the employer) and to provide recommendations. The role of the Committee is advisory only. It notifies various campus entities of any safety issues or concerns, especially if preventative and or corrective action is believed to be warranted by the Committee. The Committee has no direct authority over any aspect of campus operations or student life.

The Committee is composed of appointed and elected members as stated in the Safety Committee Charter. The Safety Committee must adhere to its Charter.

The role of the Safety Committee is to:

1. Review safety and health inspection reports to help correct safety hazards.
2. Evaluation of accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
3. Evaluation of workplace accident and illness prevention programs and discuss recommendations.
4. Document attendance and subjects discussed.

Meetings are open to all employees, faculty, administrators, and all campus entities to observe and address the Committee. A standing agenda item shall be set aside for comment.

## Drug and Alcohol Use

**TITLE: Prohibition of Drugs**

**POLICY NUMBER: OCP 400-01**

Olympic College intends to provide a drug free, healthful, and safe and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any controlled substance.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Olympic College owned and controlled property, or while conducting College business, is prohibited. Violation of this policy will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, up to and including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

Olympic College recognizes drug dependency to be an illness and major health problem. The institution also distinguishes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Service and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment.

Employees must, as a condition of continued employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Olympic College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by an employee who is so convicted.