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L&I Inspections

- ❖ L&I inspects a workplace when ...
- ❖ If an L&I Compliance Officer comes to your workplace immediately contact EH&S
- ❖ EH&S acts WSU's management representative/safety & health regulatory liaison
- ❖ What to expect during an inspection
- ❖ If a citation is issued for a violation of a standard, then the department is responsible to pay any monetary penalties.

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WSU Safety & Health Units

- Public Safety
 - Police Services
 - Fire Services
- Office of Research Assurances
 - Radiation Safety
 - Biosafety
- Human Resource Services
 - Worker's Compensation
 - Return-to-Work

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WSU Safety & Health Units

Environmental Health & Safety (EH&S):

- Environmental Services
- Public Health/Air & Water Quality
- Capital Services
- Risk Management & Insurance
- Occupational Health & Safety
 - Hazard Evaluations
 - Consultations
 - Program/Facilities Reviews
 - Training
 - Policy Development
 - Program Administration

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WSU Safety & Health Related Committees

WSU has a number of Presidential Committees with safety and health related oversight:

- University Health & Safety Committee
- Institutional Animal Care and Use Committee
- Radiation Safety Committee
- Institutional Biosafety Committee
- Reactor Safeguards Committee
- Human Subjects Institutional Review Board

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WSU's Safety & Health Program

The overall program consists of:

- ❖ WSU's Safety Policies and Procedures (SPPM)
- ❖ Departmental level Safety and Health Programs
- ❖ EH&S's Occupational Health and Safety Administered Programs
- ❖ RSO/ORA Administered Programs for radiation, biohazard and animal safety

The goal of these programs is controlling exposures to chemical, physical and biological hazards to prevent occupational injuries and illnesses.

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SAFETY POLICIES AND PROCEDURES MANUAL INTRODUCTION / ORGANIZATION
1.02.1
Revised 9-13
Procedures, Records, and Forms
1.05.2005

Comprehensive Table of Contents of the Safety Policies and Procedures Manual

Section Title	Number	Pages	Issue Date
Emergency Telephone Numbers	0.01	1-2	01-96
Introduction / Organization			
Contents of Chapter 1: Introduction / Organization	1.00	1	09-13
SPPM Table of Contents (By Chapter)	1.01	1	06-11
Comprehensive Table of Contents of the SPPM	1.02	1-7	09-13
Introduction to the Manual	1.10	1-3	11-01
Using the Manual	1.12	1-3	06-11
SPPM Form Index	1.20	1-3	09-13
Health and Safety Organization Chart	1.30	1	03-07
General Workplace Safety			
Contents of Chapter 2: General Workplace Safety	2.00	1-2	09-13
Accident Prevention Responsibility	2.10	1-3	10-02
Unit Safety Committees and Meetings	2.12	1-3	10-11
Form: Safety Meeting Report and Agenda	2.12	4-5	10-11
Safety Bulletin Board	2.14	1	01-11

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Departmental Level Programs Accident Prevention Program (APP)

- ❖ Department Safety Committees
- ❖ Safety Bulletin Board
- ❖ Hazard Notification Process
- ❖ Safety and Health Inspections
- ❖ Accident Reporting
- ❖ Accident Investigation
- ❖ Emergency Action Plan
- ❖ Safety and Health Training

Resource: APP template can be found at www.ehs.wsu.edu

SPPM 2.10

WSU Accident Prevention Program

1

SAFETY AND HEALTH POLICY STATEMENT

WSU's _____ is committed to establishing and maintaining a safe and healthful work environment. The commitment involves the development, implementation and review of an Accident Prevention Program, as part of the university's overall occupational injury and illness prevention efforts.

The purpose of this program is to prevent undesired events that could lead to occupational injuries and illnesses by identifying, evaluating, controlling or eliminating potential hazards. The program emphasizes incorporating safety and health measures into each task so safety and health and task performance become integrated.

A safe and healthy work environment is accomplished through the cooperative efforts of management, employees and safety committees in developing and implementing this Accident Prevention Program.

Management and employees are responsible for following the Accident Prevention Program, WSU's Safety Policies and Procedures and memoranda from University safety and health departments.

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**Accident Prevention Program
Unit Safety Committees**

Employee involvement is a key component of WSU's accident prevention efforts. Each employee is to be represented by a committee. The unit safety committee serves to:

- ❖ Assist supervisors in promoting safety
- ❖ Evaluate employee safety concerns and reported hazards
- ❖ Evaluate Incident Reports and Supervisor Accident Investigation Reports, and recommend prevention measures
- ❖ Assist supervisors in coordinating and conducting annual safety inspections

SPPM 2.12

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**Accident Prevention Program
Unit Safety Committees**

- ❖ Assist unit supervisors in reviewing job procedures
- ❖ Safety committee meetings must be documented on the Safety Meeting Report and Agenda form (SPPM 2.12.4-5)
- ❖ A copy of the safety committee report and agenda form are to be routed to EH&S (campus zip 1172) and the original is to be maintained by unit for 2 years (BPPM 90.01)

Resource: EH&S can assist in establishing and training a committee

SPPM 2.12

SAFETY MEETING REPORT AND AGENDA

ENVIRONMENTAL HEALTH AND SAFETY
WASHINGTON STATE UNIVERSITY
PULLMAN, WA 99164-5020
SPP 2.52.001

COMMITTEE NAME: _____ MEETING DATE: _____

DEPARTMENT/UNIT NAME: _____

CAMPUS ADDRESS: _____ MAIL CODE: _____

SAFETY COMMITTEE CHAIR OR CHAIRMAN: _____ E-MAIL ADDRESS: _____ TELEPHONE NO.: _____

MEETING AGENDA/LOCATION (Date, time, location, agenda items, etc. - include any agenda items)

MEMBERS AND GUESTS: (Attendance management representatives. Indicate who is present and who is absent. Add to the table.)

NAME	SAFETY COMMITTEE	MEMBER	PRESENT	ABSENT

AGENDA ITEMS: (Use SPP 2.52.001 for detailed instructions. Contact EH&S for assistance with any agenda items. Attach additional sheets as needed.)

UNIVERSITY HEALTH AND SAFETY COMMITTEE MEETING REQUIRED? ☐ Yes ☐ No (If Yes, attach agenda topics. To receive agenda, contact EH&S.)

SAFETY AND HEALTH TOPICS PRESENTED OR PUBLICIZED? ☐ Yes ☐ No (If Yes, describe the topic and how it was presented or publicized.)

EMPLOYER SAFETY CONCERNS, HAZARD REPORTS, GROUNDWORK RECEIVED? ☐ Yes ☐ No (If Yes, describe the concern and/or condition in a separate sheet.)

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**Accident Prevention Program
Safety Bulletin Boards**

Each department is to install and maintain a safety bulletin board. Four required items:

- ❖ Notice to Employees - If a Job Injury Occurs (L&I Poster)
- ❖ Job Safety and Health Law (L&I Poster)
- ❖ Your Rights as a Worker (L&I Poster)
- ❖ OSHA 300 Summary - annual summary of work-related injuries and illnesses (EH&S)

Resource: L&I posters can be downloaded at www.ehs.wsu.edu

SPPM 2.14

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**Accident Prevention Program
Hazard Notification Process**

Employees observing a safety concern are to contact their unit administrator, their supervisor and/or EH&S.

All safety hazards are to be reported to the unit administrator, the safety committee, and EH&S using the "Hazard Notification" form (SPPM 2.52.2).

The department responsible to address the safety concern completes the "Corrective Action" section of the form.

All serious hazards should be reported immediately to EH&S (5-3041).

SPPM 2.52

HAZARD NOTIFICATION		WASHINGTON STATE UNIVERSITY PULLMAN, WA 99164	
NAME	DATE	PHONE	TELEPHONE
REPORTED BY	TIME	AREA	LOCATION
DESCRIPTION OF HAZARD			
CORRECTIVE ACTION TAKEN			
ACTION COMPLETED		DATE	

Form required to report safety concerns, and appropriate, and to document health and safety risk code 1010. WSCC 1010-1010-1010

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Accident Prevention Program Safety Inspections

The purpose of safety inspections is to identify and control hazards and comply with policies and regulatory requirements.

- ❖ Supervisors conduct annual safety inspections for their areas. High hazard areas should be inspected more frequently.
- ❖ Use the "Safety Inspection Checklist" in the SPPM (2.50.3-12) to conduct the inspection.
- ❖ Use the "Laboratory Safety Checklist" to conduct laboratory inspections: www.ehs.wsu.edu/labsafety/manual/lmsample.html
- ❖ The unit administrator ensures that noted deficiencies are addressed, sending a copy of the "Safety Inspection Checklist" to EH&S.

SPPM 2.50

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Accident Prevention Program Accident Reporting

Supervisors are to report any injury and occupational illness within 24 hours of occurrence using the on-line "Incident Report" form (www.ehs.wsu.edu).

NOTE: For injury/illnesses occurring on shift work, report within 48 hours.

SPPM 2.24

<p>SAFETY POLICIES AND PROCEDURES MANUAL</p>	<p>GENERAL WORKPLACE SAFETY 2-24.5 Revised 9/10 Environmental Health and Safety 335-5041 Human Resource Services 335-4521 Risk Management 335-4893</p>
<p>Reporting Accidental Injuries and Work-Related Illnesses</p>	
<p>Federal Employees</p>	<p>For inquiries to federal employees, e.g., USDA-ARS, follow the procedures outlined in OGLC Office of Legal Counsel Form CA-10. What a Federal Employee Should Do When Injured at Work: This form indicates actions a federal employee should perform after being injured at work.</p>
	<p>For more information, see the U.S. Department of Labor website at: http://www.dol.gov CA-10 forms are available at applicable USDA-ARS units.</p>
<p>INCIDENT REPORT FORM COMPLETION</p>	<p>The responsible supervisor is to complete an online Incident Report within 24 hours (or within 48 hours for a leaving or graveyard-shift employee), to report any accident, injury, or work-related illness which results from participation in any of the following activities:</p> <ul style="list-style-type: none"> • University employment; • Use of University facilities; or • University-sponsored activities.
<p>Assessing the Form</p>	<p>To access the online Incident Report system, go to the HRS Incident Report website at: http://www.lsu.wvu.edu/forms/incident_report.asp</p>



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Need a User ID?
Forgot Your Password?
Forgot Your User ID?
Need Help?


Network Access
Unified Sign In

User ID:

Password:


For User ID, supply your [Network ID](#) or [Friend ID](#).

For your protection, be sure to close all browser windows when you are done.



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Accident Prevention Program Accident Reporting

Supervisors are to report any injury and occupational illness within 24 hours of occurrence using the on-line "Incident Report" form (www.ehs.wsu.edu).

Immediately report **major** accidents resulting in death, serious injury or in-patient hospitalization of employees and non-employees by calling the offices indicated:

- ❖ Students/Visitors: Risk Management
- ❖ Residence Hall Occupants: Residence Life
- ❖ Employees/Student Employees/Volunteers: EH&S

SPPM 2.24

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Accident Prevention Program Accident Reporting

When reporting a **major** accident provide:

- ❖ Name of victim(s)
- ❖ Date, time, and location of the incident
- ❖ Description of the incident
- ❖ Involved University units
- ❖ Contact person and telephone number

Do not move equipment involved in a major accident unless removal is necessary for victim extraction and/or to control hazards.

EH&S will notify L&I if required.

SPPM 2.24

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Accident Prevention Program Accident Investigation

Investigating accidents is an essential part of the University's accident prevention efforts.

Supervisors investigate **minor** accidents and completes a "Supervisor's Accident Investigation Report" when:

- ❖ Employee cannot work the subsequent full shift
- ❖ Employee receives medical treatment
- ❖ A near miss or non-injury accident had a high probability of resulting in a serious injury, illness or significant property damage.

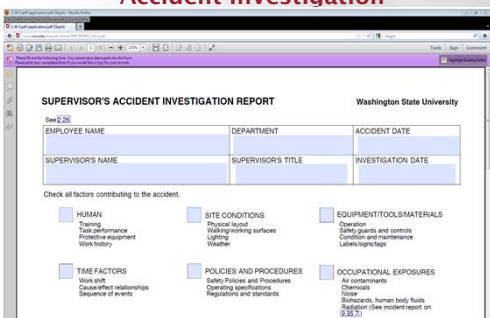
The offices below investigate **major** accidents:

- ❖ Students/Visitors: Risk Management
- ❖ Residence Hall Occupants: Residence Life
- ❖ Employees/Student Employees/Volunteers: EH&S

SPPM 2.26

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Accident Prevention Program Accident Investigation



SUPERVISOR'S ACCIDENT INVESTIGATION REPORT Washington State University

Rev 2/08

EMPLOYEE NAME	DEPARTMENT	ACCIDENT DATE
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	INVESTIGATION DATE

Check all factors contributing to the accident.


<input type="checkbox"/> HUMAN Training Task performance Protective equipment Work history	<input type="checkbox"/> SITE CONDITIONS Physical layout Falling working surfaces Lighting Weather	<input type="checkbox"/> EQUIPMENT/TOOLS/MATERIALS Operation Safety guards and controls Condition and maintenance Labels/signage tags
<input type="checkbox"/> TIME FACTORS Work shift Cause/effect relationships Sequence of events	<input type="checkbox"/> POLICIES AND PROCEDURES Safety Policies and Procedures Operating instructions Regulations and standards	<input type="checkbox"/> OCCUPATIONAL EXPOSURES Air contaminants Chemicals Noise Biologicals, human body fluids Radiation (see incident report on 3.35.51)

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Accident Prevention Program Accident Investigation Fundamentals

An effective accident investigation process:

- ❖ Focuses on fact finding, not blaming the injured
- ❖ Uncovers both direct and indirect causes
- ❖ Identifies actions to prevent future events



SPPM 2.26

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Accident Prevention Program Emergency & Continuity Planning

First-Aid/CPR

- ❖ One trained responder is to be available to provide first-aid


Fire Planning

- ❖ Fire extinguisher training – only use if you are trained
- ❖ Evacuation

Evacuation

- ❖ Evacuate upon activation of emergency alarm
- ❖ Posted maps indicating exits, first-aid kits, emergency eyewashes and showers, and the outside gathering location

- ❖ WSU Ready On-line Planning Tool
- ❖ Required of all WSU units (usually dept)



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Accident Prevention Program Safety & Health Training

Safety Orientation

Supervisors are to provide a safety orientation to:

- ❖ New employees
- ❖ Rehires
- ❖ Part-time and temporary employees
- ❖ Transfers
- ❖ Employees assigned new job responsibilities
- ❖ Volunteers

The safety orientation is to be documented on the Safety Orientation Checklist.

SPPM 2.18

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Accident Prevention Program Safety & Health Training

SAFETY ORIENTATION CHECKLIST

To be completed first day of employment. See 2.18

WASHINGTON STATE UNIVERSITY
PULLMAN, WA 99164

EMPLOYEE NAME: _____ DATE HIRED: _____ ORIENTATION DATE: _____

POSITION/JOB ASSIGNMENT: _____

Check one: ☐ New Employee ☐ Transfer ☐ Retiree ☐ Part-time ☐ Temporary

Check items discussed:

- ☐ Purpose of orientation
- ☐ Reporting accidents to supervisor immediately
- ☐ First Aid
 - Obtaining treatment
 - Location and operation of emergency equipment (first aid kits, eyewashes, deluge showers)
 - Location and names of first aid trained employees
- ☐ Potential hazards on the job
 - What they are
 - How to deal with them safely

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Accident Prevention Program Safety & Health Training

- ❖ Chemical Hazard Communication
- ❖ HazMat Management
- ❖ PPE
- ❖ Respiratory Protection
- ❖ Lockout/Tagout
- ❖ Fall Protection
- ❖ Hearing Conservation
- ❖ Slips, Trips Falls
- ❖ Fire Extinguisher Use

- ❖ Laboratory Safety
- ❖ Ladder Safety
- ❖ Outdoor Heat Stress
- ❖ Bloodborne Pathogens
- ❖ Asbestos/Lead Awareness
- ❖ Forklift Operator
- ❖ Equipment/Task Specific
- ❖ Office Safety

SPPM 2.18

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Departmental Safety & Health Programs

- ❖ *Accident Prevention Program - all units*
- ❖ Chemical Hazard Communication
- ❖ Laboratory Safety Manual
- ❖ Control of Hazardous Energy - Lockout/Tagout
- ❖ Personal Protective Equipment
- ❖ Outdoor Heat Stress
- ❖ Bloodborne Pathogens
- ❖ Forklift Operator Training

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Departmental Safety & Health Programs Chemical Hazard Communication Program

Required when chemicals are used in a non-laboratory setting.

- ❖ Written Program
- ❖ Container Labeling
- ❖ Safety Data Sheets
- ❖ Employee Training



Resource: A written program template can be found at www.ehs.wsu.edu

SPPM 5.10

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Departmental Safety & Health Programs Laboratory Safety Manual

- ❖ EH&S Laboratory Safety Manual (LSM) provides general safety and health information and procedures.
- ❖ Laboratories are to develop and implement a Chemical Hygiene Plan (CHP) specific to their laboratory and hazards.
- ❖ The LSM contains a CHP guide to help laboratories develop their specific plan.
- ❖ Resource: LSM and CHP guide can be found at www.ehs.wsu.edu

SPPM 4.12

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Departmental Safety & Health Programs Control of Hazardous Energy – Lockout/Tagout

Departments that repair, maintain and service hardwired machines and equipment are required to develop and implement a written program and train employees.

The purpose of the program and training is to control/lockout energy sources to prevent unexpected energization, start-up or release of stored energy that could cause injury.

Energy sources include electrical, hydraulic, pneumatic and gravity.

Resource: Written program template can be found at www.ehs.wsu.edu



SPPM 3.68

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Departmental Safety & Health Programs Personal Protective Equipment

- ❖ Supervisors must assess workplaces and tasks to identify hazards requiring the use of PPE. EH&S conducts noise and air contaminant hazard assessments.
- ❖ When feasible engineering controls are to be used to control hazards.
- ❖ When engineering controls cannot be implemented, supervisors must select and provide PPE suitable for the hazards.
- ❖ Employees are to be trained on the proper use of PPE.
- ❖ PPE hazard assessments and employee training are to be documented.

SPPM 3.10

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Departmental Safety & Health Programs Personal Protective Equipment

On the EH&S website (www.ehs.wsu.edu) you will find:

- ❖ PPE Hazard Assessment Guidelines
- ❖ PPE Hazard Assessment Certification Form – General
- ❖ PPE Hazard Assessment Certification Form – Lab Safety Manual
- ❖ PPE Training Certification
- ❖ PPE Fact Sheets

Related SPPMs:

- ❖ Prescription Eyewear (3.14)
- ❖ Safety-Toe Footwear (3.16)
- ❖ Hearing Conservation (3.21)
- ❖ Respiratory Protection (3.24)
- ❖ Working in Cold Environments (3.42)



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Departmental Safety & Health Programs Outdoor Heat Stress

Departments are to protect employees from outdoor heat stress by:

- ❖ Developing and implementing a written program
- ❖ Providing sufficient amounts of drinking water
- ❖ Establishing procedures for responding to outdoor heat related illnesses
- ❖ Providing supervisor and employee training

Resource: A written program template and training materials can be found at: www.ehs.wsu.edu.

SPPM 3.44

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Departmental Safety & Health Programs Bloodborne Pathogens


Departments with occupational exposures to human blood or Other Potentially Infectious Materials are to develop a written Bloodborne Pathogens Exposure Control Plan.

The plan consists of exposure determination, controls, PPE, HBV immunization, standard procedures and training.

On-line training is available on the EH&S website.

EH&S provides initial and annual fresher training for units in which employees are required to clean up blood/OPIM spills or releases.

Resource: A written program template and training can be found at www.ehs.wsu.edu.



SPPM 2.44

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Departmental Safety & Health Programs Forklift Operator Training

Forklift operators are to complete a formal instruction and practical training program.

Formal instruction can be on-line, classroom or vendor based.

Practical training involves work-related demonstrations and exercises on the forklift the employee will use.

Training is to be documented.

Resources: Training resources and documentation can be found at www.ehs.wsu.edu.

SPPM 3.64

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EH&S Safety & Health Programs

EH&S administers the following programs:

- ❖ Respiratory Protection
- ❖ Hearing Conservation
- ❖ Permit Required Confined Space Entry
- ❖ Ergonomics
- ❖ Asbestos/Lead
- ❖ Exposure Monitoring

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[illegible]

Establishing a Safe Culture

A safety minded supervisor instills in their employees the desire and ability to work safely by:

- ❖ Clearly communicating expectations
- ❖ Leading by example
- ❖ Encouraging and welcoming suggestions
- ❖ Ensuring work is safely done
- ❖ Acknowledging safety efforts

What you permit, you promote!



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**This has been a
WSU Training
Videoconference**

If you attended this live training session
and wish to have your attendance
documented in your training history,
please notify Human Resource Services
within 24 hours of today's date:

hrstraining@wsu.edu
