

## **Facilities Department Accident Prevention Plan**

Prepared By: Facilities Management team

Revision Date: 2/12/18

### **1.0. PURPOSE**

The management of Edmonds Community College is committed to preventing accidents and ensuring the safety and health of our employees. Compliance with all applicable federal and state health and safety rules is required of all employees. Under this plan Facilities Dept. employees are informed of the requirements of WAC 296-800-140 and Code of Federal Regulations 29, Parts 1910 - General Industry standards.

- **Note: This Plan is not an Emergency Response Plan.**

### **2.0. SCOPE**

This plan is applicable to all workers at all Edmonds Community College Facilities Operations departments engaged in work activities for Edmonds Community College.

### **3.0. RESPONSIBILITY**

Edmonds Community College requires that management personnel inform Facilities employees of the Accident Prevention Plan and ensure compliance.

The Human Resources Department is responsible for injury processing, tracking, medical records, and record keeping.

The Safety, Security, and Emergency Preparedness Department (SSEP) is responsible for emergency response, taking reports that involve personal injury, damage to property and/or pollution to environment, and aid, if required.

Managers are responsible for establishing the written plans, to review, to assist and provide guidance related to changes in the overall Accident Prevention Plan with regards to regulations, employee safety training, and based on industry best practices. Managers have full authority to make necessary decisions to ensure the success of this program. Copies of this written plan may be obtained from the Facilities Office. If after reading this plan, you find that improvements can be made, please contact the Facilities Office or department managers .

It is the responsibility of all employees to adhere to the programs set forth by Edmonds Community College and to aid in the success of the overall safety program by communicating and demonstrating safe work practices.

### **4.0. GENERAL DESCRIPTION SUPPORTING PROGRAM**

Edmonds Community College considers the employees to be their most valuable resource. Safety is the responsibility of all employees, for which management is directly accountable. It is through process development, employee training and awareness that we help prepare employees to work safely and prevent incidents.

### **5.0 ACCIDENT PREVENTION PLAN**

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Because we care about our employees and strive to provide a safe workplace, we have put into place a number of written safety plans, programs and safety training. These provide guidance and direction for management and the safety of employees. The topics covered in this organization's Accident Prevention Plan include:

1. Accident Prevention Plan
2. Employee Orientation
3. Incident Reporting
4. Back to Work Plan
5. Safety Committee & Campus Emergency Procedures
6. Medical Response (First Aid)
7. Bloodborne Pathogen
8. Fire Prevention
9. Hazard Communication Program
10. Personal Protective Equipment
11. Occupational Noise
12. Respiratory Protection
13. Electrical Safety
14. Lockout & Tagout Plan
15. Confined Space Plan
16. Vehicle Operation
17. Powered Machinery
18. Welding & Cutting
19. Equipment Guarding
20. Fall Protection-Roofs
21. Fall Prevention – Slips, Trips and Falls Ladder Safety
22. High Lift Certification
23. Back and Lifting
24. General Safety and Hazards specific to job location

Job hazard controls are engineering, administrative, and/or work practice controls used to eliminate or materially reduce hazards. While engineering controls, where feasible, are the preferred method, administrative and work practice controls also may be important in addressing hazards. Personal protective equipment (PPE) may also be used to supplement engineering, work practice, and administrative controls, but may only be used alone where other controls are not feasible.

### 5.1 Employee Orientation

Each Facilities department employee will be provided a safety orientation upon hiring and prior to employee being assigned a task. The orientation will be provided by the Manager for the area in which the employee was hired and include notification to the employee of Accident Prevention Plan and which covers general and specific training for the following programs:

<b>Training Requirements:</b> M=Maintenance, G=Grounds, C=Custodial	<b>Onboarding/ New Hire</b>			<b>Addition training requirements</b>
<b>Department:</b>	<b>M</b>	<b>G</b>	<b>C</b>	

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Accident Prevention Plan	X	X	X	Annual
Employee Orientation (“Onboarding”)	X	X	X	
Incident Reporting	X	X	X	
Back to Work (HR process)	X	X	X	
Safety Committee & Campus Emergency Procedures	X	X	X	
Medical Response (First Aid, CPR, AED)	X	X		Every 2 years, Includes CU supervisors
Blood-Borne Pathogen, (Exposure Control Plan) (if applicable)	X	X	X	Annual
Fire Prevention	X	X		
Hazardous Communication Program (Global Harmonized System and SDS)	X	X	X	Annual and as any new hazards introduced.
Personal Protective Equipment	X	X	X	Annual
Occupational Noise	X	X		Annual
Respiratory Protection, if applicable				
Electrical Safety	X			Annual
Lock out Tag out	X		X	Custodial also - if assigned
Confined Space Plan	X			Annual
Vehicle Operation	X	X	X	Annual
Powered Machinery	X	X	X	Every 3 years
Welding & Cutting - as assigned	X	X		
Equipment Guarding	X	X		Annual
Fall Prevention - Roofs	X	X		Annual
Fall Protection – Slips, Trips and Falls Ladder Safety	X	X	X	Annual
High Lift certification, as assigned				Every 3 years
Back and Lifting Safety	X	X	X	Annual

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General Safety and Hazards specific to job location	X	X	X	As conditions change
Compressed air	X	X		
Pesticide		X		Maintain current public pesticide license
Heat and Cold stress		X		
Chainsaw safety		X		

### 5.20 MANAGEMENT PROCEDURE

This orientation checklist will be reviewed, signed and dated by both the supervisor and the employee. The original copy of this checklist shall be maintained by the Facilities Office, with copy provided to the employee and supervisor.

Employees will receive notification of hazards that relate to the specific job area and duties.

Job duties common hazards and avoidance of hazards such as:

- Worker's Right to Know policy (HAZCOM)
- Chemicals used, Safety Data Sheet locations, spill and chemical procedures
- Vehicle safety requirements, including where to park personnel vehicles
- Forklift safety and requirements for forklift trained operator's, facility traffic rules,
- Use and care of personal protective equipment
- Hard hats, high visibility, eye and hearing protection, fall protection, hand and foot protection
- Protection respiratory protection
- Machines and guarding
- Emergency and first aid supplies and procedures
- Location of fire extinguishers and AED's
- Emergency event procedures, knowing what to do and what not to do, line of communications and reporting in the event of an emergency, evacuation procedures, primary meeting location in the event of an evacuation
- Injury/Accident reporting procedures
- Immediately report ALL incidents, including near misses. Complete appropriate forms.
- Safety equipment provided and how to replace, acquire more.
- High visibility vest, hard hat, safety, glasses, gloves, boots

### 5.3 EMPLOYEE RESPONSIBILITIES FOR SAFETY

- Observe all Edmonds Community College safety and health rules and apply the principles of accident prevention in day to day duties.
- Report any job related injury, illness or property damage to Public Safety or my supervisor and seek treatment promptly.
- Correct and/or report hazardous conditions (unsafe equipment, floors, materials, etc.) and unsafe acts to my supervisor, SSEP, Safety Committee representative promptly.
- Observe all hazards, warning and no smoking signs.
- Keep aisles, walkways and working areas clear of slipping/tripping hazards.
- Know the location of fire/safety exits and evacuation procedures, including the primary

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- evacuation
- meeting location by area.
  - Keep all emergency equipment, such as fire extinguishers, alarms, hoses, exit doors and stairways, clear of all obstacles.
  - Refrain from fighting, horseplay, or distracting my fellow co-workers.
  - Operate only the equipment for which I am authorized and properly trained.
  - Observe safe operating procedures for equipment. I acknowledge that riders are not allowed on any forklift.
  - Walk at all times on company premises and take no unauthorized short cuts.
  - Always be aware that there may be machinery or vehicles operating in my area and pay attention to its location.
  - Follow proper lifting procedures at all times.
  - Ride as a passenger on vehicles only if the vehicle is equipped with a legal rider's seat.
  - Be alert to see that all guards and other protective devices are in the proper places and in good working order prior to operating the equipment.
  - Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, and/or around any open electrical equipment.
  - Will wear seat belts in equipment and vehicles that have them installed.
  - Will wear Personal Protective Equipment at all times as specified in the Personal Protective Equipment program.
  - Will not report to work under the influence of any alcoholic beverage or drug and will not consume them while at work and understand that doing so is cause for disciplinary action in accordance with Employees that are covered by the Collective Bargaining Agreement By and Between the State of Washington and the Washington Federation of State Employees Higher Education (WFSE HE) subject to Article 29 Discipline and the process under Article 30 and Employees that are covered by the collective Bargaining Agreement By and Between the State of Washington and the Washington Public Employees Association Higher Education (WPEA HE) subject to Article 28 Discipline and the process under Article 30.

### **5.4 Incident Reporting**

Safety/Security and Emergency Preparedness  
Woodway Hall 214  
24/7 on duty officer: 425.754.0154  
Office: 425.640.1501 During office hours only  
Email: security24.7@edcc.edu

#### **Injury/Illness report form:**

<http://www.edcc.edu/safety/ehs/documents/injury-illness-form.pdf>

In the event of an employee sustaining a personal injury on college property or as a result of operations, the reporting hierarchy set out below will be followed. After employee has received necessary first aid and/or medical attention, notify the Safety, Security, and Emergency Preparedness Department and supervisor. Promptly complete the Injury or Illness Report form, and turn into Security office within 24 hours.

If you see something that is unsafe and that cannot be corrected on the spot, immediately report

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the safety issues to your Manager or to Safety/Security department contact listed above. If you see someone working unsafely, stop the activity if it doesn't put yourself in harm's way. Otherwise, report it to your Supervisor, a Safety Committee Representative or Safety & Security.

### **5.5 Pollution of the Environment**

See campus:

- [Pollution Control policy](#)
- [Pollution Control procedures](#)

### **5.6 Emergency Action – Employee basics**

Edmonds Community College maintains an [Emergency Preparedness Guide](#) and trains employees on what actions to take in the event of an emergency. The Emergency Preparedness Guide of written procedures and evacuation maps are posted in conspicuous locations throughout the campus.

### **5.7 Safety Committee**

Edmonds Community College promotes a safe workplace and provides a forum for joint safety committee meetings between employees and the employer in accordance with WAC 296-800-13020. Employees may provide suggestions or information regarding safety concerns to the safety committee for review at the next meeting. These meetings will be held during normal working hours and the committee recommendations will be forwarded to the appropriate appointing authority for review and action.

I have received and understand the above information and agree to abide by all safety policies and rules.

**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_