Section 1. Facilities, Laws and Responsibilities, Disciplinary Policy, Organization and Communication, Safety Program Elements

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1.1 Facilities

The Washington State University Tree Fruit Research and Extension Center is located at:

1100 N Western Ave
Wenatchee, WA  98801
509-663-8181

Principal physical facilities at the TFREC include the following:

- The F. L. Overley Laboratory is the Center’s headquarters and houses most of the WSU researchers, including laboratories for horticulture, plant physiology, soil science, entomology and plant pathology.

- The USDA Tree Fruit Research Laboratory building is located immediately to the west of the Overley building and includes offices, laboratories and fruit storages for USDA research in plant pathology, plant physiology and postharvest horticulture.

- Other major facilities include an entomology laboratory building, entomology greenhouses, soils-horticulture laboratory and greenhouses, insect ecology laboratory (annex), USDA plant pathology laboratory, and USDA fruit packing building, plus a number of service shops, heating plant, storage buildings and residences.

Research orchards are located at Columbia View and Sunrise Orchard:

- The 52-acre Columbia View site near Orondo in Douglas County includes 46 acres of research orchards. The orchard land at Columbia View is shared equally between TFREC and USDA research programs, with about 23 acres available to each unit.

- The Sunrise Orchard is located in Douglas County between Wenatchee and Quincy on Hwy28. The 150 acre site, located in the mouth of Moses Coulee, was developed in partnership with the Washington Tree Fruit Commission.

This Occupational Illness and Injury Prevention Plan covers activities in TFREC buildings, grounds and research orchards.

1.2 Laws and Responsibilities (WAC 296-800)

1. The Washington Industrial Safety and Health Act of 1973 (WISHA) was established to provide safety and health protection for workers. The Washington State Department of Labor and Industries has primary responsibility for administering the Act.

2. The TFREC Director bears overall responsibility for ensuring that the provisions of the safety program are carried out at the TFREC. The Director is charged with implementing and maintaining those provisions in WISHA regulations that are designated as management responsibilities and with implementing and maintaining WSU regulations regarding safety set forth in the WSU Safety Policy and Procedures Manual (SPPM) and the Business Policies and Procedures Manual (BPPM).
3. The Washington State safety and health standards are extensive in nature and detail, so only small parts may be quoted here and references will be given to chapters in this safety program. A copy of these standards will be kept in the Plant Services Manager’s office and is also available from the Department of Labor and Industries at no cost. It is the responsibility of all personnel and especially the Director and supervisors to become familiar with the standards that pertain to their areas of work.

4. Faculty, supervisors, and lead farm workers are responsible for the implementation and maintenance of the provisions of the safety program that apply to their work group and areas of activity. Supervisors will maintain open communication with their employees and with Health and Safety Committee members to ensure that safety problems are resolved. Supervisors will monitor work and safety conditions in their workplaces to ensure compliance with regulations and safe practices.

5. Employees share with the Director and supervisors the responsibility for safety. It is the obligation of all employees to follow the policies and rules applicable to the job being performed using the guidelines of the established WISHA regulations and to report all unsafe tools and equipment or hazardous conditions and procedures which come to their attention. Willingness and ability to work in a safe manner, whether alone or with others, shall be an ongoing measure of each employee's performance.

Employees shall:

- Coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- Study and implement all safe practices governing their work.
- Offer safety suggestions, wherein such suggestions may contribute to a safer work environment.
- Apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employer.
- Properly care for all personal protective equipment (PPE) and report worn or damaged PPE to their supervisor.
- Promptly report to their immediate supervisor each occupational injury or illness, regardless of the degree of severity.
- Not wear torn or loose clothing while working around machinery. Wear hair restraints to prevent long hair from becoming tangled in machinery.

6. Health and Safety Committee Representatives will represent the safety concerns of all employees at the TFREC.

7. The Health and Safety Committee Chairperson is responsible for the coordination of the activities of the TFREC Health and Safety Committee in accordance with established guidelines.

1.3 Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow safety policies and procedures established by WSU and by the TFREC. Failure to follow safety rules will result in appropriate discipline given the seriousness and the frequency of the violation.
Discipline is designed not so much to punish as to bring unacceptable behavior to the employee’s attention in a way that the employee will be motivated to correct behavior. This disciplinary policy provides for progressively severe consequences for violations of the same rule or the same unacceptable behavior. It will comply with existing WSU and Washington Administrative Code disciplinary policies and procedures.

1.4 **Organization and Communication**

1.4.1 **General**

The primary purpose of the TFREC safety program is to reduce the chance of injury or illness of employees and visitors through the communication of safety information and through the reduction of safety hazards. Therefore, the Director or any relevant supervisor will respond to all safety issues raised by employees. The response will consist of a decision, a statement of policy, and/or the delivery of clarifying information. If an employee is not satisfied with the response and believes that a condition or activity represents a continuing threat to safety or health, that employee may appeal to a higher WSU or independent authority, e.g., the WSU Public Safety Department, Environmental Health and Safety Department, or Ombudsman.

1.4.2 **Health and Safety Committee (WAC 296-800-130)**

This committee will assist in the detection and elimination of unsafe conditions and work procedures. It is established with representation from both faculty and staff members.

- Employees of the TFREC will elect at least four members to represent them on the committee. The method of voting shall be by paper ballot.
- Committee membership will be composed of faculty and staff elected members. The number of appointed members will not exceed the number of elected members.
- The terms of elected members will be one year, with an election held each January.
- Should a vacancy occur during the term, a new member will be elected by the committee for the remainder of the year.
- The chairperson will be appointed by the TFREC Director.
- The frequency of meetings will be determined by the committee, but meetings will be held at least once during each three month period.
- The date, hour, and location of meetings will be determined by the committee, with the date for each meeting being pre-established at the close of the previous meeting. Special meetings may be called by the chairperson if justification exists.
- The length of each meeting will not exceed one hour except by majority vote of the committee.
- The attendance and subjects discussed will be documented using a Safety Meeting Report and Agenda Form (SPPM 2.12.4-5) and maintained in the safety file. Copies of the minutes will be provided for (1) the Director, (2) the committee members, (3) employees, by posting on all safety bulletin boards, and (4) the WSU Department of Public Safety.
- All meetings will be open for all interested persons to attend.
1.4.2.1 Scope of Activities

- Conduct annual in-house safety inspections.
- Assist in accident investigation to uncover trends.
- Review accident reports to determine means of eliminating the underlying causes of mishaps.
- Accept and evaluate employee suggestions.
- Review job procedures and recommend improvements.
- Monitor the health and safety program effectiveness.
- Promote and publicize safety.
- Compile and post results of the OSHA form 300A (Summary of Work-Related Injuries and Illness) for the TFREC on an annual basis.

1.4.2.2 Safety Bulletin Boards (WAC 296-800-190)

- Safety bulletin boards will contain only safety related materials.
- Displays on the boards will be kept neat and up-to-date by members of the committee.
- Locations of the bulletin boards:
  - Overley building
  - Entomology building
  - Farm Shop lunch room
  - Columbia View office
  - Sunrise Orchard office
- Postings of pesticide applications
  - In the Overley hallway above the mailboxes
  - Online: [http://www.tfrec.wsu.edu/pages/Admin/Pesticide_Applications](http://www.tfrec.wsu.edu/pages/Admin/Pesticide_Applications)
  - At the TFREC shop
  - On the small building at the entrance to the Sunrise Orchard research blocks
  - At the Columbia View shop
  - NO ENTRY signs are also put up for the duration of the REI at each block
- The following items are required to be posted:
  - WISHA poster (WAC 296-800-200)
  - Washington State Department of Labor and Industries Posters:
    - Notice to Employees – Industrial Insurance (F242-191-909)
1.5 Safety Program Elements

1.5.1 Safety Orientation for New Employees

Each new, rehired, part-time, temporary, or transferred employee, as well as any employee assigned new job responsibilities or any working volunteer, upon first reporting for duty and prior to becoming engaged in work activities, will be given a safety orientation by his or her supervisor. A safety orientation checklist is part of this safety program (SPPM 2.16.2). The orientation will be most effective when the safety program material and the checklist are used together. An example of this involves the reviewer discussing accident reporting. A more comprehensible message will be presented if the safety program is in hand when the material is reviewed and discussed. The orientation should include a tour of the work area, the facilities, and a review of the equipment to be used. The employing department is specifically required (SPPM 2.18) to give training on:

- Back injury prevention
- Prevention of slips and falls
- Fire extinguisher operation
- Use and care of personal protective equipment
- Office safety

We at the TFREC also require, at a minimum, that the supervisor train the employee about the chemical hazard communication program.

In addition to the concerns of safety, the reviewer is required to introduce the new employee to the concepts of courtesy, security, and public awareness that are the subjects of policies at the TFREC. The employee should also be advised how his/her job fits with other work at the center, how it is important to the operations here, and how it can help in attaining the results we are striving to achieve. All training must be documented. Part of the trainer’s responsibility is to review SPPM sections 3 through 9 to determine what specific training programs may be needed for each employee.

New employee orientation and safety training on core aspects of the TFREC safety plan are available on the TFREC web site: http://www.tfrec.wsu.edu/pages/safety.

Upon completion of the orientation and signing the orientation checklist, the new employee will be given copies of the Hazard Communication Program and other relevant TFREC policies for future reference. The supervisor must show the employee where to find a copy of the SPPM (http://public.wsu.edu/~forms/manuals.html). He or she will then return the completed
orientation checklist to the Reception Personnel for placement in the new employee's personnel file. A master training record file is kept in a three-ring binder near the fax machine.

1.5.2 Safety Training
Unsafe conditions and unsafe practices or acts are the principal factors in the cause of accidents. A major objective in safety training is the development of "safety awareness" as a routine skill. The aim must be to condition personnel mentally so that, whenever there is an element of danger present, a sixth "safety sense" will guide the individual to react the safe way.

Safety awareness must be developed. Fortunately it can be fostered via training, repetition, and by close and consistent supervision. The will and desire to perform duties safely can be created in the minds of all.

Basically one must accept and firmly believe in three fundamental safety concepts:

1. Accidents are caused.
2. Steps must be taken to control accidents.
3. Without correction the same type of accident will recur.

Factual acceptance that accidents are caused must be strengthened in the minds of everyone, and the need for immediate corrective action must be re-emphasized. To make work areas as well as the world around us a safer place to live, everyone must understand the principles of accident prevention. To achieve the desired results in the safety training program, four elements must be kept foremost in mind:

1. Develop safe working conditions.
2. Create safe work habits on a personal level.
3. Promote employee participation in the safety program.
4. Take corrective action when safety rules are ignored and when hazards are detected.

Any attempt to control accidents without first creating a proper safety philosophy, teaching safety principles, and eliminating misconceptions about the causes of accidents will be ineffective.

We must accept and believe that accidents are caused and that they can be prevented. The lack of safety direction and the physical and mental condition of the employee are the sources of the causes of accidents. Safety training, no matter how good, will be of little value if the work habits and safety attitude of the organization, group leaders, and supervisors do not conform to an acceptable pattern. The philosophy that is predominant at this level has a way of being transmitted to the entire group.

Bearing these facts in mind, the TFREC will promote efforts here to enhance safety with actions, thoughts, and direction. Many tools are available for this purpose, primarily positive safety thinking, good example, and good direction. Program group safety meetings to disseminate safety information, involvement in all levels of the safety program, and adherence to established safety practices and procedures are important methods to raise safety consciousness. A frequent, short (10 minutes or so) so-called tailgate safety session is an excellent habit to establish. Topics of program group safety meetings could include but certainly are not limited to:
1.5.3 Specific Training Topics

Employees who work under specified conditions are to receive training as required by the indicated state of Washington (WAC) and/or SPPM reference. Contact Public Safety or Environmental Health and Safety for specific information. Enter all safety training received on a Safety Orientation Checklist. Specific work situations and applicable references are shown on the following table.

<table>
<thead>
<tr>
<th>Training Description</th>
<th>WAC</th>
<th>SPPM</th>
<th>Training Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloodborne pathogen protection</td>
<td>296-823</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Confined space entry</td>
<td>296-809-200</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Crane operation</td>
<td>296-24-23529</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Flagging and traffic control</td>
<td>296-155-305</td>
<td></td>
<td>Public Safety</td>
</tr>
<tr>
<td>Forklift and powered material handling equipment operation</td>
<td>296-806-420</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Hazardous chemicals (Hazard communication)</td>
<td>296-62-07310, 296-828-20005, 296-841-20020</td>
<td>5.10, 5.12</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Hazardous chemicals (Laboratory safety)</td>
<td>296-828-200</td>
<td>4.14</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Hazardous material handling</td>
<td>See WAC references for acetylene, anhydrous ammonia, oxygen, flammable liquids, compressed gases, hydrogen, LP gases, nitrous oxide, spray finishing and spraying operations.</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Hearing conservation</td>
<td>296-817-200</td>
<td>3.21</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Motor vehicle trucks</td>
<td>296-865</td>
<td></td>
<td>Public Safety</td>
</tr>
<tr>
<td>Multipiece rim wheels</td>
<td>296-864</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Operation and maintenance of power presses</td>
<td>296-806-455, 296-806-45540</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Powder-actuated tools</td>
<td>296-807-150</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Respiratory protective equipment</td>
<td>296-842</td>
<td>3.24</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Use of ladders</td>
<td>296-876-400</td>
<td></td>
<td>EH&amp;S</td>
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<tr>
<td>Welding equipment</td>
<td>296-24-68201</td>
<td></td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Working from elevated surfaces (fall restraint and fall arrest)</td>
<td>296-155-24510</td>
<td>3.34</td>
<td>EH&amp;S</td>
</tr>
<tr>
<td>Working with potentially hazardous energy sources</td>
<td>296-24-975, 296-24-98</td>
<td>3.68</td>
<td>EH&amp;S</td>
</tr>
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</table>
1.5.4 First Aid Training and Certification (WAC 296-155-120):
To ensure that all employees of the TFREC can be provided with quick and effective first aid attention in the event of injury or illness, it is a requirement that all supervisory or lead employees participate in first aid and cardiopulmonary resuscitation (CPR) classes. Other employees will be encouraged to take these classes.

- Requirements stipulate that for all supervisors or persons in charge of 0 or more employees engaged in work activities at least one must possess a current first aid and CPR certification. Under circumstances where more than one small group is working in close proximity, one individual qualified in first aid/CPR is sufficient.
- First aid certification is valid for 3 consecutive years. CPR training is required in addition to the addition to the first aid if it is not included in a combined class. CPR certification is valid for 1 year.
- The objective of first aid is to render immediate and temporary care to the individual in need. This may include providing direct assistance in treating victims, moving the victims to protect them from further harm, and obtaining professional help.

1.5.5 First Aid Kit Locations (WAC 296-800-15020)
First aid kits are located in the following areas:

- Overley Laboratory Building (see floor plan):
  - Reception area
  - Break room
  - Basement
- Entomology Building (main floor hallway, see floor plan)
- Automotive Shop (near main west entrance door)
- Soils Laboratory (head house area, see floor plan)
- Insect Ecology Lab (main lab area, see floor plan)
- Columbia View (office)
- Sunrise Orchard (office)
- All state owned vehicles

1.5.6 Emergency Services (Ambulance, Fire, (Police))
- From any telephone on the Wenatchee campus, DIAL 911 to contact the emergency dispatcher.
- For non-emergency services, call RiverCom dispatch 7-663-9911
- From the telephone at the Columbia View office, simply dial 911 to contact the emergency dispatcher.
- In all cases do not hang up until the dispatcher tells you to do so. Be prepared to state the address and any pertinent information about the incident being reported. The more specific you can be, the better the response will be.
• In the event of an incident involving a need for medical services but not an ambulance and emergency medical technicians, the victim(s) should be transported to the emergency room (open 24 hours a day):
  Central Washington Hospital
  1201 S. Miller St., Wenatchee
  509-662-1511

• For injuries of a more minor nature during its normal business hours, the injured person may also be taken to:
  Wenatchee Valley Clinic
  820 N. Chelan Ave., Wenatchee
  509-663-8711

• A list of medical facilities located in North Central Washington is available and should be carried by all personnel working outside of the Wenatchee area. Another employee should always accompany the victim(s) to the place of treatment and stay even though medical professionals have taken over the care of those involved. The presence of another can provide comfort to the victim(s). Another employee may also be able to give further pertinent information to medical staff.

1.5.7 Accident Reporting (SPPM 2.24)

1.5.7.1 Major Accidents and Illnesses
A major accident or illness is defined as one in which there is a fatality, serious injury (e.g., fracture or amputation), or in-patient hospitalization of WSU personnel or third parties.

After calling 911 as is appropriate, the person(s) involved must inform their supervisor(s) as soon as possible. The TFREC director, the Health and Safety Committee chair the Environmental Health and Safety Department, (509) 332-2521 must also be notified.

1.5.7.2 Work-Related Accidents and Illnesses
For all cases of job-related illness or injury, report the incident to the immediate supervisor. The responsible supervisor is to complete an online Incident Report, within 24 hours (or within 48 hours for a swing- or graveyard-shift employee), to report any accident, injury, or work-related illness which results from participation in any of the following activities:

• University employment
• Use of University facilities
• University-sponsored activities

To access the online Incident Report system, go to the HRS Incident Report website at:
http://www.hrs.wsu.edu/forms/incident_report.aspx

In addition to submitting an Incident Report, the supervisor is to complete a Supervisor's Accident Investigation Report (SPPM 2.26.5) when:
• Employee receives medical treatment.
• Employee is unable to work the next full or subsequent shift(s) as a result of an injury or work-related illness.
• Events and conditions related to a near miss or minor accident indicate that a potentially serious injury or illness could result from a similar situation.

1.5.7.3 Investigation
The EH&S Department will conduct investigations and make recommendations concerning the causes of any major injuries or illnesses. For minor events or near misses, the Health and Safety Committee will review a copy of the Accidental Injury or Occupational Illness Report. As a result of this process the committee may make a recommendation to the TFREC Director about a change in policy or procedure that could serve to avert similar mishaps in the future. The record will then become a part of the safety files.

1.5.7.4 Worker's Compensation (SPPM 2.30)
The employee must notify the health care provider at the time of his or her initial visit that the visit is work-related. The employee and the health care provider complete the indicated sections of the Washington State Department of Labor and Industries Report of Industrial Injury or Occupational Disease form.

The form is available at health care provider locations in the state of Washington.

The health care provider gives the injured worker a copy of the completed form and routes a copy to L&I. After L&I receives the claim form, the L&I Claims and Accounts Center (CAC) notifies the employer contact, WSU Pullman HRS. After the claim is filed and HRS receives an online Incident Report (see SPPM 2.24) from the worker's supervisor, HRS completes and submits an Employer's Report of Injury to L&I.

An employee who is injured in the course of employment and wants to file a claim through L&I to receive workers' compensation benefits has one year from the date of injury to file the Washington State Department of Labor and Industries Report of Industrial Injury or Occupational Disease form. EXCEPTION: An employee has two years to file a claim from the date that the employee learns that he or she has an occupational disease.

An employee who has an illness or injury that could reoccur or cause related symptoms in the future should see a doctor and ensure that this form is completed.