SAFETY AND HEALTH POLICY STATEMENT

WSU’s Tree Fruit Research and Extension Center 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.
ACCIDENT PREVENTION PROGRAM
WSU Tree Fruit Research and Extension Center

Responsibility
The Department of Environmental Health and Safety promotes the University’s overall safety and health program by offering a variety of services to assist departments in developing and implementing this Accident Prevention Program. Administrators, supervisors, employees and safety committees are encouraged to call Environmental Health and Safety (509-335-3041) for assistance on any safety and health matter.

Environmental Health and Safety’s (http://ehs.wsu.edu/) and WSU’s Safety Policies and Procedures Manual (SPPM) web sites provide additional safety and health information and resource

Management and Employees will establish and maintain a safe and healthful working environment by following the programs and procedures in this Accident Prevention Program.

Employee Participation
Employee involvement in preventing workplace injuries and illnesses is critical. To ensure employee participation either an employee/management safety committee or monthly safety meetings have been established. The purpose of the safety committee/safety and health meeting is to bring employees and management together to promote safety and health.

Select one of the two options below:

☑ Option 1: Safety Committee
All departments of 11 or more employees are to have a designated safety committee composed of employer-selected and employee-elected members.

Safety committees are to be organized as follows:

• Employee-elected committee members are to serve one-year terms.
• The number of employer-selected members is not to exceed the number of employee-elected members.
• The safety committee is to have an elected chairperson.
• Safety committee meetings are to be held at least once every two months. The exact time and location to be determined by committee vote.

☑ Option 2: Department Monthly Safety and Health Meetings
Departments with less than 11 employees or with employees working in widely dispersed locations may elect to have monthly safety and health meetings instead of establishing a safety committee. Safety and health meetings can be held as part of regularly scheduled
staff meetings. Safety and health meetings will be conducted on or about the ____ of the month.

Safety Committee/Monthly Safety and Health Meeting agenda items for possible discussion include:

- Job assignments and potential hazards.
- Review of safe work practices.
- New equipment and work practices and related safety and health hazards.
- Employee safety and health concerns.
- Observed hazardous conditions/practices and recommended corrective actions.
- Safety and health inspection results.
- Accident investigation review.
- Accident Prevention Program review.
- Additional topics can be found in the Safety Committee Manual (under development)

Safety Committee and Monthly Safety and Health Meetings are documented using the Safety Meeting Report form (SPPM 2.12.4) in the Safety Policies and Procedures Manual. The minutes are retained by the department for one year. A copy of the minutes is sent to Environmental Health and Safety (Mail Code 1172).

Safety Bulletin Board

The safety bulletin board located in the Overley Building across the hall from the mailboxes is used to post notices required by law and other information to enhance workplace safety. Employees should check this board regularly for new notices. The following posters and information are displayed on the safety bulletin board:

- WISHA Poster of Employee Rights and Responsibilities
- Industrial Insurance Poster
- Emergency Telephone Numbers
- OSHA 300 Log Summary of Injuries and Illnesses (Posted for the months of February- April). Environmental Health and Safety sends the summary to each safety committee.

Replacement posters can be obtained from Environmental Health and Safety (335-3041).

Hazard Notification

Employees observing a potential safety and health concern are to contact their supervisor and/or Environmental Health and Safety (509-335-3041). A Hazard Notification Form (SPPM 2.52) should be completed and submitted to the supervisor, department administrator, and Environmental Health and Safety. The appropriate departments(s) will develop and implement corrective action.
Safety and Health Inspections

The University is committed to identify and promptly control hazardous conditions and practices that are likely to result in injury or occupational illness to employees. Daily and annual inspections are performed to proactively identify potential hazards.

Once a hazard is identified, control procedures are developed and implemented as described in the Hazard Controls section below. The daily and annual inspections ensure a safe and healthy work environment is established and maintained.

DAILY INSPECTIONS

Prior to using any tools and equipment, a brief visual inspection is conducted according to the manufacturer’s specifications to determine if there are any obvious defects. Defective tools and equipment will be removed from service.

ANNUAL INSPECTIONS

During the month of a safety and health inspection of all processes, tools, equipment and facilities is coordinated by the TFREC Plant Services Manager. The Environmental Health and Safety Self-Inspection Checklist (SPPM 2.50) in the Safety Policies and Procedures Manual should be used as a guide. Inspection results and corrective action are documented on the Self-Inspection Checklist. The completed checklist is retained and a copy sent to Environmental Health and Safety (Mail Code 1172).

Deficient inspection items that cannot be corrected during or immediately after, the inspection are to be brought to the department administrator’s attention. The administrator will develop a strategy for corrective action. Contact Environmental Health and Safety (509-335-3041) for assistance in identifying and developing corrective action strategies.

Hazard Controls

Conditions and practices creating an imminent and serious hazard will be immediately controlled and brought to the supervisor’s attention. Employees will not remain exposed to a serious hazard. Serious hazards that cannot be corrected immediately are to be brought to the department administrator’s attention. The department administrator will develop a strategy for corrective action. Contact Environmental Health and Safety (509-335-3041) for classifying hazards and assistance in developing corrective action strategies.

Minor safety and health deficiencies identified either during the course of work or through an inspection will be corrected as-soon-as-possible.

Hazardous conditions and practices are to be controlled through the use of engineering controls when technologically and economically feasible. Engineering controls are passive measures designed to prevent contact with a hazard. Examples of engineering controls include installing barriers, enclosing hazards, and using local ventilation. Contact Environmental Health and Safety (509-335-3041) for assistance in evaluating the need for engineering controls.

When engineering controls are not feasible, timely, or do not completely eliminate the hazard, personal protective equipment (PPE) must be used. For more information, see http://ehs.wsu.edu/ohs/PersonalProtectiveEquipment.html.
Personal Protective Equipment (PPE)

HAZARD ASSESSMENTS
Assessments are conducted for all activities to determine if hazards are present necessitating the use of PPE. Department Supervisors will ensure that hazard assessments have been conducted.


A hazard re-assessment will be conducted whenever new equipment or processes are introduced or an investigation of an injury or illness indicates the need for personal protective equipment.

TRAINING
If PPE is required as determined by the hazard assessment, the Department Supervisor will ensure employees receive information and training on how to use the assigned PPE.

Training and information to be provided to each employee includes:

- Why, when and what PPE is necessary
- How to properly put on, take off, adjust, and wear the PPE
- Selection criteria and limitations of PPE
- Proper care, inspection, maintenance, useful life and disposal of the PPE

Each employee will demonstrate an understanding of this training before being allowed to perform work requiring the use of PPE. Methods of demonstrating this understanding include orally questioning the employee, observing the employee using PPE in a real or artificial setting, or administrating a written test.

A Personal Protective Equipment Training Certification Form will be completed (http://ehs.wsu.edu/ohs/Documents/PPETrainingCertification.doc) and retained verifying each employee using PPE has received and understood the required training.

HEARING CONSERVATION
Employees using high-speed tools and mechanized equipment and/or operating heavy mobile equipment may be required to wear hearing protection. As a general guide, if a person has to shout to be clearly heard from two feet away, noise monitoring should be conducted. Contact Environmental Health and Safety (509-335-3041) for an evaluation of the need for hearing protection. Employees required to wear hearing protection are covered by WSU’s Hearing Conservation Program (SPPM 3.21).
RESPIRATORY PROTECTION

Employees performing activities creating dusts, mists, fumes and vapors may be required to wear respiratory protection. Contact Environmental Health and Safety (509-335-3041) for an evaluation of the need for respiratory protection. Employees required to wear assigned respiratory protection are covered by WSU’s Respiratory Protection Program (SPPM 3.24).

Accident Reporting

Supervisors and employees are to immediately report major injury accidents to Environmental Health and Safety (509-335-3041) and Human Resource Services (509-335-4589). Major accidents are those events that result in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization. The site of a major injury accident is to be secured and preserved. Only Environmental Health and Safety can release the site for return to service.

Employees are to promptly report occupational injuries and illnesses and near misses to their supervisor. The supervisor completes an on-line Incident Report (log-in required: https://hrs.wsu.edu/forms/incident_report.aspx). Additional information on accident reporting and accident investigation after business hours is found in WSU’s Safety Policies and Procedures Manual (SPPM 2.24).

Accident Investigation

The investigation of accidents and near misses is an essential part of the Accident Prevention Program. A thorough investigation identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent corrective action minimizes the potential for future accidents.

Upon notification, Environmental Health and Safety investigates all major accidents resulting in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization.

The supervisor should immediately investigate (SPPM 2.26) and complete a Supervisor’s Accident Investigation Report (SPPM 2.26.5) when:

- An employee involved in a minor occupational accident is unable to work the subsequent full shift(s) due to a resulting injury or illness, or
- The employee receives medical treatment, or
- Events and conditions involving a near miss or non-injury accident indicate there was a high probability of serious injury, illness or significant property damage.

After the cause(s) of the accident is determined, the supervisor initiates corrective action or provides recommendations for corrective action to the department administrator.

Witnesses and injured persons may complete a Witness/Injured Person Statement (SPPM 2.26.6).

Contact Environmental Health and Safety (509-335-3041) for assistance in conducting accident investigations.
Emergency Action Plan

The following Emergency Action Plan establishes administrative and employee actions for reporting emergencies, building evacuations, administering first-aid, fire planning and hazardous materials spills.

**REPORTING EMERGENCIES**

<table>
<thead>
<tr>
<th>Department/Emergency</th>
<th>TFREC Phone</th>
<th>Other Phone</th>
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<tbody>
<tr>
<td>Fire</td>
<td>7-911</td>
<td>911</td>
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<tr>
<td>Police</td>
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<td>Emergency Medical Services</td>
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<tr>
<td>Serious Injuries and Illnesses</td>
<td>7-911</td>
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<tr>
<td>Hazardous Materials Spills</td>
<td>7-911</td>
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**EVACUATION**

Employees are to evacuate the building and meet at the gathering location upon activation of emergency alarms. An evacuation map for the Overley Building is available at: [http://www.tfrec.wsu.edu/pages/safety/Overely_Building_Floor_Plan](http://www.tfrec.wsu.edu/pages/safety/Overely_Building_Floor_Plan). It shows the location of exits, fire extinguishers, first-aid kits, emergency eyewashes and showers and the gathering location outside. Contact Environmental Health and Safety (509-335-3041) and Fire Marshall (509-335-4929) for assistance.

**FIRST-AID/CPR**

Sufficient numbers of employees are trained in first-aid/CPR to ensure at least one person is always available to provide quick and effective first aid to all employees. Employees designated to provide first-aid as listed in their position description are covered by the department’s [Bloodborne Pathogens Exposure Control Plan](http://www.tfrec.wsu.edu/pages/safety/Overely_Building_Floor_Plan) (SPPM 2.44).

A list of current first-aid and CPR certified employees may be posted on the safety bulletin board along with the expiration dates of their cards.

In case of injury, first-aid kits are placed at the following locations:

- Overley reception
- Overley break room
- All TFREC laboratories
- All state vehicles

First-aid kits and supplies are available from Central Stores. First-aid kits are re-stocked whenever an item is used. First-aid kits are to be checked during the annual safety and health inspection. Additional information on first aid kits can be found in SPPM 2.42.
FIRE PLANNING

Department administrators and supervisors are to plan how the department will respond to a fire emergency.

Select one of the three options below:

- **Option 1:**
  All employees are instructed to evacuate the building. Employees are instructed not to attempt to extinguish any fire and on evacuation procedures. Employees will be trained on evacuation procedures.

- **Option 2:**
  Some employees will be designated to fight incipient stage fires (about the size of a wastepaper basket) and will be trained annually in the use of fire extinguishers. All employees not designated to fight fires and all designated employees not involve in extinguishing the fire are to evacuate. Employees will be trained on evacuation procedures.

- **Option 3:**
  All employees will be designated and trained to fight incipient stage fires. Employees not engaged in extinguishing the fire are to evacuate the building. Contact the WSU Fire Marshall to schedule to annual fire extinguisher training. Employees will be trained on evacuation procedures.

Upon discovering a fire:

- Immediately notify another person in the area. Call or have them call 911.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, designated trained personnel may attempt to put the fire out with a fire extinguisher.
- Non-designated personnel are to immediately evacuate and go to the designated gathering area.
- If the fire grows and/or there is thick smoke, do not continue to fight the fire.
- Notify other employees in the area to evacuate.

Supervisors notified of a fire are to:

- Instruct employees to evacuate to the designated gathering area.
- Insure all employees have been evacuated.
- Verify 911 has been called.
- Determine if the fire has been extinguished. If fire has grown or there is thick smoke, evacuate any employees attempting to fight the fire.
- Go to the designated gathering area and verify all employees are accounted for. If an employee is missing, no one will be permitted to re-enter the building. The responding fire fighting personnel will be notified an employee is missing and may be in the building.
HAZARDOUS MATERIALS SPILL
In the event of a hazardous materials spill:

- Immediately secure the area to prevent people from entering
- Notify people in the immediate vicinity
- Contact the TFREC Plant Services Manager: 509-663-8181, x240 or 509-670-3557
- Call 911 if you are not trained per the applicable program to clean-up a hazardous materials spill.

Refer to the applicable program and/or policy for responding to hazardous materials spills:

- The department’s Chemical Hazard Communication Program
  (http://www.tfrec.wsu.edu/pages/safety/Home)
- The department’s Laboratory Safety Manual
- The department’s Biosafety Manual (not applicable to TFREC)
- Safety Policies and Procedures Manual: Radiation Safety (SPPM 9.00)

Contact Environmental Health and Safety, Radiation Safety and/or the Biosafety Officer for additional information.

Safety and Health Training
Supervisors will ensure all new employees receive a safety orientation on the first day of work. Topics to be covered in the safety orientation should include an overview of the following:

- This Accident Prevention Program
- Emergency Action Plan
- Hazard Notification Procedures
- Ergonomics
- Back Injury Prevention
- Chemical Hazard Communication Program (if applicable)
- Laboratory Safety Manual (if applicable)
- Hearing Conversation Program (if applicable)
- Accident Reporting
- Potential Job Hazards
- Equipment Specific Safety Training
- Lockout/Tag Out (if applicable)
- Outdoor Heat Stress
- Personal Protective Equipment (if applicable)
- Respiratory Protection Program (if applicable)
- Bloodborne Pathogens Exposure Control Plan (if applicable)

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

Supervisors will ensure employees receive training on each type of equipment and process they are assigned to use.

The following is a listing of the equipment and processes requiring employee training:

________________________________________  ________________________________________
________________________________________  ________________________________________
________________________________________  ________________________________________
________________________________________  ________________________________________
Each employee will become familiar with the manufacturer’s equipment manuals and safe operating procedures. The employee will also demonstrate to their supervisor that he/she can safely operate the equipment prior to operating without direct supervision. Employee training should be documented.

Employee training on *Chemical Hazard Communication, Respiratory Protection, Hearing Conservation* and *Personal Protective Equipment* will be provided and documented according to those specific programs.

Safety and health training videos and fact sheets are available from [EH&S](http://ehs.wsu.edu/training/import_index.html).

**Ergonomics/Back Injury Prevention**

Employee computer workstations should be adjusted and modified using the guidelines in the [Office Ergonomics](http://ehs.wsu.edu/ohs/factsheets/FAQOfficeErgonomics.html) fact sheet. The purpose of workstation adjustments and modifications are to minimize chronic stress that may be exerted on the joints, muscles, tendons, ligaments, nerves and bones caused by repetitive motion activities and awkward and static postures, such as sitting and standing. Environmental Health and Safety (509-335-3041) provides workplace ergonomic evaluations.

Repetitive lifting and lifting of heavy and awkward items can lead to back injuries. Employees regularly lifting more than 20 lb will receive basic back injury prevention training by reviewing a copy of the [Back Basics](http://ehs.wsu.edu/training/pdfs/FAQ%20Back%20Safety%2009.pdf) fact sheet. Contact Environmental Health and Safety for an ergonomic evaluation of lifting tasks and back injury prevention training.

Industrial tasks may also place chronic stress on joint muscles, tendons, ligaments and bones leading to repetitive strain injuries. Contact Environmental Health and Safety for an ergonomic evaluation of industrial tasks.

Employees experiencing symptoms (e.g., chronic pain, fatigue, swelling, burning, tingling and numbness of joints) consistent with a repetitive strain injury are to report the potential injury to their supervisor. Supervisors are to complete an Incident Report in accordance with the Accident Reporting section of the Accident Prevention Program on page 6.

**Work Specific Safety and Health Programs**

Each department is to determine if the following safety and health programs are required based on the activities they perform.

- **Chemical Hazard Communication Program**

Employees, in non-laboratory settings, are to be informed of the identities and hazards of the chemicals they are potentially exposed to when working and what protective measures are required. To inform employees of the chemical hazards in their work areas and the necessary protective measures a [Chemical Hazard Communication Program](http://www.tfrec.wsu.edu/pages/safety/Home) has been developed.
✓ Bloodborne Pathogens Exposure Control Plan

All custodial employees and employees designated to provide first-aid as listed in their position description are to be covered by the department’s Bloodborne Pathogens Exposure Control Plan (http://www.tfrec.wsu.edu/TFREConly/safety/05%20blood.pdf).

✓ Laboratory Safety Manual

Employees using chemicals in laboratory settings are covered by the Laboratory Safety Manual, located in each laboratory.

✓ Control of Hazardous Energy (Lockout/Tag Out Program)

Employees performing repair, servicing, set-up and maintenance on fixed wired equipment are to de-energize and lockout the equipment’s energy sources in accordance with the department’s Control of Hazardous Energy Program (http://www.tfrec.wsu.edu/TFREConly/safety/16A%20lockout.pdf). The purpose of lockout is to prevent injury caused by unexpected equipment activation.

All cord and plug connected equipment is to be disconnected from outlet receptacles during repair, servicing, set-up and maintenance when unexpected equipment activation could cause injury. These situations do not have to be covered in the lockout program.

✓ Outdoor Heat Stress Program

Employees working outdoors are covered by an Outdoor Heat Stress Program:

http://www.tfrec.wsu.edu/pages/safety/Heat_Illness