ACCIDENT PREVENTION PROGRAM GENERAL GUIDANCE AND INSTRUCTIONS

A. References
1. SPPM 2.16, Safety Orientation
2. SPPM 2.16, Safety Orientation Checklist
3. WSU Executive Policy 20 Alcohol and Drug Policy .

B. Purpose. This Accident Prevention Program (APP) provides guidance and establishes department/unit safety policy and procedures This APP incorporates requirements established in Washington State Division of Occupational Safety and Health (DOSH) rules, and WSU's Safety Policy and Procedures Manual (SPPM).

Department/Unit supervisors are expected to integrate procedures into relevant/applicable work activities, and employees are expected to apply them on the job. Sample procedural forms are referenced in individual APP chapters and are to be used when they apply.

C. Responsibilities. DOSH rules identify employer responsibilities for employee safety. WSU's SPPM is similarly structured, identifying the departmental/unit authorities, including supervisors as the individuals responsible for employee safety. General supervisor and employee safety responsibilities are presented in Chapter 3, the following APP chapters identify specific departmental, supervisor and employee responsibilities referencing DOSH rules and WSU's SPPM.

D. New-Hire Safety Orientation. Every new College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) employee will be provided a safety orientation per SPPM 2.16, Safety Orientation and the employee's supervisor will complete the Safety Orientation Checklist. The Checklist will be submitted to the department administrative manager or equivalent role and added to the employee file. Rehires or cyclical workers with less than a six (6) month break from performing substantially similar work need not be considered new hires. If a rehire is assigned to a substantially different position and/or tasks, then a new safety orientation should be conducted. Each employee will be briefed on the contents of this APP and will be instructed to read selected safety materials directly pertaining to their assigned duties before beginning work. ***Before new employees are released to perform duties without direct supervision of a properly trained supervisor or co-worker, they must satisfactorily complete required safety training***.

New employees will also be instructed that:
1. They are to report any unsafe conditions or practices immediately to their supervisor for remediation;
2. They have authority to stop work if any unsafe conditions or practices are present until such time as they are remediated;
3. That nothing we do is so important as to necessitate the violation of standing safety practices;
4. They are not to engage in work activities without appropriately

documented qualifications and training including:

- using chemicals
- using PPE
- entering confined spaces
- working at heights of 4 feet or above
- using ladders
- using scaffolding
- using elevating work Platforms

- operating machines or power tools
- driving WSU vehicles or equipment
- entering trenches or excavations
- isolating hazardous energy/LOTO
- welding, cutting or brazing
- working with blood/ bloodborne pathogens
- working with electricity

- disturbing building materials
- managing hazardous waste
- signaling or flagging
- working in laboratories
- working with pesticides
- responding to chemical spills

5. Employees failing to comply with safety policies and procedures will be subject to timely, corrective or disciplinary action.

E. **WSU Drug and Alcohol Policy.** Employees are expected to read and comply with WSU Executive Policy 20, Alcohol and Drug Policy.

F. **Job Class Requirements.**   Each classified position description includes specifications for physical and mental requirements and typical working conditions for the position. The position description identifies personal protective equipment and associated medical surveillance/monitoring requirements. Employees must possess the knowledge, skills and abilities to fulfill position description requirements and apply safety rules and procedures.

G. **Emergency Preparedness.**
   1. Building emergency. Employees will receive instructions on what to do during a building evacuation emergency. Each building has a gathering location where, upon activation of emergency alarms, employees should gather and wait for further instructions from the person identified in charge. An evacuation map for each building and floor is posted. It shows locations of exits, fire extinguishers, first-aid kits and gathering locations outside.
   2. General Campus emergency. In the event of a general campus-wide emergency, employees will receive notification and general instructions via the campus emergency public address system or the WSU Alert network communication system. CAHNRS employees are required to sign up for WSU Alerts, employees may select whether to receive alerts via telephone/mobile phone, text, electronic mail or any combination thereof.
   3. A current copy of each CAHNRS Department Emergency Plan is available on the CAHNRS Safety web page.

H. **Fire Safety.**
   CAHNRS employees are required to evacuate buildings when a fire alarm is activated.

Upon discovering a fire:
1. Immediately notify other persons in the area. Call, or have them call 911.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, employees may attempt to put the fire out with an appropriate fire extinguisher. If the fire grows and/or there is thick smoke, do not continue to fight the fire and immediately evacuate the building.
3. Personnel are to immediately evacuate and go to the designated gathering area.
4. Notify your supervisor you have evacuated and are safe.

Supervisors notified of a fire are to:
1. Instruct employees to evacuate to the designated gathering area.
2. Insure all employees have been evacuated and are accounted for.
3. Verify 911 has been called.
4. Determine if the fire has been extinguished. If fire has grown or there is thick smoke, evacuate any employees attempting to fight the fire.
5. Go to the designated gathering area and verify that all the employees are accounted for. If an employee is missing, no one will be permitted to re-enter the building.
6. Notify responding firefighting personnel when an employee is missing and may be in the building.

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