**ACCIDENT PREVENTION PROGRAM GENERAL GUIDANCE AND INSTRUCTIONS**

# References

* 1. [SPPM 2.16, Safety Orientation](https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-16/)
  2. [WSU Executive Policy 20 Alcohol and Drug Policy](https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep20/)

1. **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.

1. **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.
2. **New-Hire Safety Orientation.** Every new Environmental Health and Safety (EHS) employee will be provided a safety orientation per [SPPM 2.16, Safety Orientation](https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-16/) and the employee’s supervisor will complete the Safety Orientation Checklist. The Checklist will be submitted to the EHS Office Administrator and added to the employee file. Rehires or cyclical workers of less than six (6) months duration away from work performing substantially similar duties/tasks to the work previously performed need not be considered new hires except at the start of their initial cycle. 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 and complete safety trainings 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 work 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:

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| * Using Chemicals | * Operating Machines or Power Tools | * Disturbing Building Materials |
| * Using PPE | * Driving WSU Vehicles or Equipment | * Managing Hazardous Waste |
| * Entering Confined Spaces | * Entering Trenches or Excavations | * Signaling or Flagging |
| * Working at Heights of 4 Feet or above | * Isolating Hazardous Energy/LOTO | * Working in Laboratories |
| * Using Ladders | * Welding, Cutting or Brazing | * Working with Pesticides |
| * Using Scaffolding | * Working with Blood/ Bloodborne Pathogens | * Responding to Chemical Spills |
| * Using Elevating work Platforms | * Working with Electricity |  |

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

1. **WSU Drug and Alcohol Policy.** Employees are expected to read and comply with [WSU Executive Policy #20, Alcohol and Drug Policy](https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep20/).
2. **Job Class Requirements.** Each classified position description includes specifications for physical and mental requirements and typical working conditions. 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.

# 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.

1. General Campus emergency. In the event of a general emergency campus wide, employees will receive notification and general instructions via the campus emergency public address system or the WSU Alert network communication system. EHS 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.

# Fire Safety.

EHS employees are required to evacuate the building when a fire alarm is activated and shall not attempt to extinguish any fire unless they have received fire extinguisher training.

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, fire extinguisher trained 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. Non-designated 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 (northeast McCluskey Services Parking area, east of brick wall and parking lot entrance).
2. Ensure 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.