

MASON COUNTY
SAFETY POLICY
&
ACCIDENT
PREVENTION PROGRAM



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INTRODUCTION

The Mason County Safety Policy and Accident Prevention Program adopted by the Board of County Commissioners represents a commitment to workplace safety and is directed to all Mason County's Elected Officials, Department Heads, Employees and volunteers. It is designed to comply with, and implement federal and state laws by establishing policies and procedures to prevent accidents, injuries and occupational illnesses. Requirements are set forth in the RCW's and WAC's and are adapted to Mason County's conditions and circumstances in this plan. (*Chapter 2.124 - ACCIDENT PREVENTION PROGRAM*)

The objective of this plan is to provide for:

- The physical well-being of all Mason County Elected Officials, Department Heads, Employees and Volunteers.
- Comply with Federal, State and local safety, health and environmental standards;
- Reduce employee accidents, thus reducing personal injury, property loss, time loss and related costs.
- Provide effective safety orientation and training
- Ensure proper procedures are in place to investigate accidents, develop corrective action and provide for employee's needs.

This Accident Prevention Program is intended to be a safety guide and an important training tool that must be understood and applied by all Elected Officials, Department Heads, Managers and Supervisors. Management and supervisors will be held accountable for an effective accident prevention effort in their own area of operations and for ensuring each employee is familiar with this program. (*2.124.010 -Generally*)

RESPONSIBILITIES

(*2.124.020 - Officers' responsibilities*)

Board of County Commissioners/Elected Officials

The Board of County Commissioners and Elected Officials have the responsibility to provide a safe and healthy workplace free from recognized hazards as set forth in [Chapter 296-800 WAC: SAFETY AND HEALTH CORE RULES](#).

The responsibility for safety is shared among the Mason County Board of County Commissioners, Elected Officials, Department Heads and those who supervise the activities of others, and each individual for his or her area of responsibility. All shall support this program and shall set an example in terms of safety in the workplace.

Elected Officials and Department Heads

Elected Officials and Department Heads have the responsibility to communicate these policies and procedures to their employees to create an effective, accident-free environment for working. Elected Officials or departments managers need to supplement this Mason County Safety Policy and Accident Prevention Program by adding specific procedures that relate to

each facility that they operate. These additional safety procedures will be administered by those Elected Officials or Department Managers and shall be added as appendices to this program.

It is the responsibility of this administration to establish and maintain:

- A safe and healthy working environment;
- An Accident Prevention Program
- A program to ensure individuals may become aware of what hazards exist and how to prevent accidents
- A system of reporting and recording accidents that will provide useful information for monitoring the effectiveness of the Accident Prevention Program
- Safety equipment for employees
- Required safety training for employees

Support Services - Human Resources/Risk Management

Human Resources/Risk Management primarily provides consultation to the Elected Officials, Department Heads, Managers, Supervisors and Employees in the areas of general safety, accident prevention, and assists with coordinating employee safety training. Specific responsibilities include, but are not limited to:

- Conduct initial safety orientation for all new employees. *(2.124.030 - Safety orientation)*
- Coordinate safety training programs for supervisors and employees.
- Attend Safety Committee meetings and work with the committee in developing policies.
- Assist supervisors in the investigation of accidents and injuries so that unsafe work conditions or procedures can be corrected.
- Manage workers' compensation and light duty return to work programs.
- Keep current with new safety requirements.

Facilities

Mason County's Facilities Department is primarily responsible for the implementation of accident prevention as it relates to industrial hygiene, general maintenance, inspections, some hazardous material disposal, and fire prevention. Specific responsibilities include, but are not limited to:

- Routine safety inspections to ensure Mason County is carrying out its responsibility to provide a safe workplace.
- Assist with accident investigations and provide solutions to mitigate and resolve unsafe work conditions.
- Attend Safety Committee meetings and provide input to resolve safety problems as they relate to the facilities and grounds.
- Ensure appropriate pre-planning safety measures are taken for facilities maintenance work and construction.
- Ensure annual mechanical systems safety inspections are conducted and are in compliance, including fire sprinklers, alarms and extinguishers, elevators.

Supervisor's Responsibility

All individuals who supervise others will consider it an integral part of their responsibilities to ensure working conditions are safe. Specifically each supervisor and manager should:

- Make every reasonable effort to ensure the safety of employees under their responsibility and make their workplace free of recognized hazards.
- Report any hazards beyond his or her ability to correct.
- Provide job training and work area safety procedures for all employees, especially for new and reassigned employees with new job activities.
- Conduct regular work area safety inspections with assistance from Human Resources/Risk Management and Facilities if needed, to discover and correct unsafe conditions and work practices.
- Report all injuries on the Employee Accident Report Form and forward it to the Human Resources/Risk Management office within 24 hours.
- Investigate injury accidents to determine cause and to pursue the correction of any safety deficiencies.
- Ensure that all necessary safety equipment, protective devices and personal protective devices are available and in proper working order and used when applicable.
- Respond to employees' concerns for safety in a positive manner and take appropriate corrective action.

Employee's Responsibility

Mason County employees must have a common goal of keeping accidents to a minimum. Unsafe work habits cause most accidental injuries in the work environment. Therefore, all employees should continually strive to develop habits and procedures that will reduce exposure to potential injury including attending safety trainings and wearing personal protective equipment. All employees are required, as a condition of their employment, to study and observe all safety policies and procedures and follow all safe practices that apply to their work. As part of their safety responsibilities, employees are expected to do the following:

- Study and follow all safe practices that apply to their work.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.
- Take care of all personal protective equipment (PPE) properly.
- Report promptly to their supervisor every industrial injury or occupational illness.
- Not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
- Not interfere with use of any safeguard by anyone in the workplace.
- Not interfere with the use of any work practice designed to protect them from injuries.
- Do everything reasonably necessary to protect the life and safety of employees.
- Report workplace hazards to supervisor or safety committee representative immediately.

MASON COUNTY SAFETY COMMITTEE
(2.124.040 - Safety committee(s) meetings)

Mason County has formed a safety committee to help employees and administration work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of Mason County's accident prevention program. The committee is made up of management-designated representatives and employee elected representatives.

Employees in each department will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.

Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy, an election will be held before the next scheduled meeting to fill the balance of the term. In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.

A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.

In addition to the committee responsibilities, above, duties of the safety committee members include: (2.124.050 - Safety committee duties)

- Monthly self-inspection of the area they represent.
- Accident Investigations. The supervisor of the injured employee and the safety officer will conduct investigations of major accidents. Investigation results will be discussed at safety meetings.
- Bring employee safety issues from the area they represent to the safety committee for discussion and mitigations.
- Communicate with the employees they represent on safety issues.
- Document topics discussed and attendance. Prepare these minutes for each meeting, attain chairperson's signature and preserve them for one year.
- Post safety meeting minutes on the employee bulletin at each work location.
- Encourage safe work practices among co-workers.
- Annual evaluation of Mason County's Accident Prevention Program.

Departments where employees segregated on different shifts or in widely dispersed locations, i.e., Sheriff's Deputies, Corrections Officers, Utilities & Waste, and Public Works, shall have a Supervisor-Crew Safety Meeting in lieu of the regular safety committee provided:

1. The Supervisor-crew safety meeting shall be held at least once a month, or if conditions require, weekly or bi-weekly meeting shall be held to discuss safety problems as they arise.
2. All requirements for minutes, safety bulletin boards, and safety inspections, accident investigations, witnessing tests, and evaluating programs and recommending safety improvements as listed shall be met by the supervisor-crew safety meeting.

The Sheriff's Office must comply with the provisions set forth in the Sheriff's Guild collective bargaining agreement that:

- A. The Guild shall elect all crew representatives on the Safety Committees, to be composed of not less than two (2) of their employee members who shall be certified to the Employer and the Guild in writing, over the signature of the Recording Secretary.
- B. The safety committee liaison shall work with the Sheriff to insure that working conditions shall be made and kept safe and in compliance with the safety laws. Rules and regulations of the State of Washington.
- C. The joint safety committee shall meet monthly. The employer is not obligated to compensate off-duty employee's attending the Safety Committee Meetings.

[WAC 296-800-130: Safety committees/ safety meetings – Summary.](#)

SAFETY BULLETIN BOARDS

(2.124.060 - Safety bulletin boards)

A safety bulletin board will be maintained in each occupied County facility; normally in the employee break/lunchrooms. The Safety Committee representative for the department is responsible for maintaining the safety bulletin board. Safety bulletin boards will display, at minimum, the following:

- Washington State Job Safety and Health Protection Act information with a point of contact and telephone number for questions or problems
- The most recent safety meeting minutes
- A list of safety committee members with office locations and phone numbers
- A list of first aid and CPR trained individuals in the facility
- A copy of the County Safety Policy and Accident Prevention Program

[WAC 296-307-036: What items go on the safety bulletin board?](#)

SAFETY ORIENTATION

(2.124.030 - Safety orientation)

New employee, re-hires, part-time, seasonal, temporary and volunteers will receive a Safety Orientation Briefing by Human Resources. The briefing will be conducted as soon as possible after the individual begins employment. Record of the completed orientation will be kept by Human Resources. The briefing will include:

- A copy of Mason County's Accident Prevention Program
- Work-related accidents/illnesses reporting procedures
- Accident prevention and reporting potential hazards
- Overview of the County's Safety Committee
- Safety and Health Training
- Vehicle Use and Agreement

Supervisors are responsible for ensuring that employees are aware of specific departmental safety policies and procedures. This orientation for new employees should occur on the first day of employment. A Safety Orientation Checklist form should be filled out to record the completed orientation and should be kept by the supervisor and employee with a copy forwarded to Human Resources to be placed in employee personnel file. This orientation should include:

- A copy of department's safety policies and procedures
- Reporting unsafe conditions and practices
- Reporting accidents to supervisor immediately
- First Aid
- Obtaining Treatment
- Location and operation of emergency equipment (first aid kits, eyewashes, etc.)
- Location and names of first aid trained employees (where required)
- Potential hazards on the job
 - What they are
 - How to deal with them safely
 - Required personal protective equipment and care and use of it
- What to do in the event of emergencies
- Exit locations and evacuation routes
- Location and operation of fire alarms and extinguishers
- Specific procedures for medical, chemical, fire emergencies and use of 911
- Personal work habits and safe work procedures
- Proper lifting techniques, avoiding slips and falls
- Good housekeeping, smoking policy
- Safe work procedures
- Chemical Hazard Communication and Global Harmonization System (MSDS)
- Outdoor Heat Exposure per WAC 296-62-09510

[WAC 296-800-150: Rule summary](#)

[WAC 296-800-160: Summary](#)

[Chapter 296-901 WAC: GLOBALLY HARMONIZED SYSTEM FOR HAZARD COMMUNICATION](#)

[WAC 296-62-09510: Scope and purpose.](#)

SAFETY EDUCATION AND TRAINING

(2.124.070 - Safety education and training)

On-going safety and health education programs will be provided for all employees to increase awareness of accident cause factors, to improve employee morale and to promote acceptance of safety and health rules by presenting accident prevention as a positive, desirable and integral part of all activities.

The Human Resources Department will coordinate a systematic accident prevention education and training program for employees. This program will supplement their specific on-the-job training and will ensure each employee is familiar with the Safety and Health requirements of their position.

Specific training will be provided for certain jobs and kinds of equipment. General training will be given for those tasks everyone must know how to perform, i.e. fire extinguisher. To ensure all employees can be afforded quick and effective first aid, supervisors in direct charge of crews working in physically dispersed operation shall have a valid first aid certificate.

Safety Training Plan

Course	Who Must Attend	WAC
Safety orientation briefing (given by HR)	All Employees	WAC 296-800-14005: Develop a formal, written accident prevention program.
Job Safety Orientation (given by supervisor)	All Employees	
Basic First Aid/CPR/AED (2 year certification)	Any Employee	Standard Interpretations referencing 1910.151(b)
Blood Borne Pathogens (Yearly certification)	Any Employee who may be exposed to human blood or bodily fluids as part of their job.	Chapter 296-823 WAC: OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS
Chemical Hazard Communication (General)	All Employees	WAC 296-800-170: Employer chemical hazard communication – Introduction.
Chemical Hazard Communication (Specific)	Any employee who uses or is exposed to a particular chemical	
Fire Extinguisher Safety	All Employees	WAC 296-800-30025: Train your employees to use portable fire extinguishers.
Lockout Training (Awareness)	All employees	WAC 296-54-517: Lockout/tagout procedures.
Lockout Training (Advanced)	Employees who service equipment	
Outdoor Heat Exposure	Employees required to work outdoor in heat	WAC 296-305-05004: Occupational exposure to heat and cold stress.
Personal Protective Equipment	Any employee that works where hazards are present or likely to be present then they are required to use personal protective equipment such as safety glasses, hearing protection, etc.	WAC 296-155-200: General requirements for personal protective equipment (PPE).
Respirator Training	Employees who use a respirator	WAC 296-62-07715: Respiratory protection.
Specialized Training	Each Supervisor shall develop a specialized training list for their department needs (hearing test, ladder safety, proper lifting...)	

EMPLOYEE ACCIDENT PROCEDURES AND REPORTING

(2.124.080 - Accident procedures and reporting)

The Support Services Department, Human Resources/Risk Management Division is responsible for handling the accident/injury/illness reports and claims management for work-related accidents. All employees shall make a prompt report to their immediate supervisor of each industrial injury or occupation illness, regardless of the degree of severity. The procedures to follow in reporting work-related accidents/injuries/illnesses are outlined below:

Employee's Responsibilities: *(2.124.090 A - County accident/incident reports)*

- The first and primary consideration is to seek appropriate first aid and/or medical attention based on the extent of the injury, illness or exposure.
- Report all work-related accidents/injuries/illnesses to Supervisor, regardless of severity.
- Fill out the Mason County Accident/Injury Report (available from your Supervisor or Human Resources) within 24 hours of the incident
- Continue to update your Supervisor and Human Resources on the status of the claim which may include continued doctor visits, physical limitations, or time off work.

Supervisor's Responsibilities: *(2.124.090 B - County accident/incident reports)*

- Take appropriate emergency steps to stabilize the situation (call 911 for emergency assistance, order evacuation, provide first aid, etc.).
- If the accident involves a possible life threatening situation (no respiration, no pulse, serious bleeding, shock or broken bones) call 911 and provide first aid.
- If the accident results in a death or serious injury do not move any involved equipment (unless required to avoid further accidents or to remove the injured) and contact law enforcement.
- Contact Human Resources/Risk Management immediately when notified of an accident.
- Supervisors will investigate all accidents, minor injuries or illness, requiring doctor or outpatient treatment, and near misses.
- The Supervisor must fill out the Supervisor section of the Employee Accident/Injury Report form

Safety Committee/Safety Officers Responsibilities: *(2.124.090 C - County accident/incident reports)*

- Investigate major injuries and or occupational injuries involving fatalities or requiring hospitalization

2. Medical Treatment

- If medical attention is necessary, choose any doctor
- Inform the doctor that the condition is work-related. Complete the worker's statement on the Washington State Fund Accident Report at the Doctor's Office.

- Have the Doctor complete the Light Duty Return to Work Program form and return it to the employee's supervisor or the Human Resources/Risk Management Office.
- If there are physical limitations, please see below for further instructions

3. Physical Limitations or Off Work

- If the doctor notes that the employee cannot return to work or has physical limitations, the employee is required to inform them there may be option of returning to light duty. The employee must discuss any options of light duty options with their supervisor. If the Supervisor deems there is light duty available, the Supervisor shall work with Human Resources to coordinate with Mason County's Third Party Administrator, Doctor, and Labor and Industries to file the appropriate light duty job description.
- The employee must bring their Supervisor a statement from the doctor noting physical limitations and for what period they apply or they may fax them directly to Human Resources at 360-427-8439.
- If the doctor notes that the employee is unable to participate in the light-duty program, the employee must check in with their supervisor a minimum of once a week while they are off work to update progress.
- When the employee receives Workers' Compensation benefits, he/she is required to repay to the County the amount covered by Workers' Compensation and previously advanced by the County (See personnel policy 6.2). Upon the repayment of funds advanced, the appropriate amount of leave shall be restored to the employee's account.
- A written release from the doctor is required before returning to regular duties. The employee must contact their supervisor and advise them of the release and provide them a copy once returned. Employees are not allowed to return to regular duties without a release.
- The County may require an examination at its expense to determine when the employee can return to work and if he/she will be capable of performing the essential duties of the position with or without reasonable accommodation.

REPORTING POTENTIAL HAZARDS

Accident prevention is an absolute priority for Mason County. Although, Human Resources/Risk Management assists in the coordination of the County's accident prevention and safety programs, preventing accidents is truly a team effort by all Mason County Elected Officials, Department Heads, Employees and Volunteers.

Employees with concerns about the safety of their work area or questions regarding accident prevention should call Human Resources/Risk Management or your Safety Committee Member. As always, you should refer repairs and regular maintenance concerns to Facilities by submitting a work request <http://helpdesk.mason.local/tickets/index.php>.

FIRST AID RESPONSE PLAN

First Aid Training: To assure that Mason County Employees, volunteers and visitors can be afforded quick and effective first aid attention, the County offers adult CPR, First Aid and AED training. Human Resources/Risk Management maintains a training record of all certified personnel and expiration dates. Employees take refresher training every two years to keep the certification current.

First Aid Kits: First aid kits are to be accessible to employees and volunteers at all times while they are at work. First aid kits are to be labeled with emergency telephone numbers available from Human Resources/Risk Management or a member of the Safety Committee. First aid kits are inspected and inventoried by the Facilities Department annually. A work request may be submitted to request supplies be replenished <http://helpdesk.mason.local/tickets/index.php>.

Automated External Defibrillator: The Automated External Defibrillator (AED) is a device used to treat a person in cardiac arrest by giving their heart an electric shock. The AED is used in addition to CPR if necessary. There are AEDs located at Main Court House, Building #1, Building #3, Building #7, Building #8, Juvenile Detention, Jail, Sheriff's Office (Shelton), Sheriff's Office (Belfair), MCRA, Sandhill Ball Park (Belfair)), and Memorial Hall.

FIRE PREVENTION (2.124.110 Fire Prevention)

An evacuation map for each building is posted in a visible location in each building. The map shows the location of exits, fire extinguishers, and first aid kits.

In case of a fire:

- Notify another person immediately. Call or have that person call 911 and a supervisor.
- Activate the building fire alarm system
- Notify other employees in the area to evacuate
- Notify supervisors in other areas to evacuate the building
- If the fire is small, such as a wastebasket fire (under 4 feet), and there is minimal smoke, one may attempt to put it out with a fire extinguisher
- If the fire grows or there is thick smoke, do not continue to fight the fire
- If the fire is too large to fight, leave the area and close the doors as you leave

PROGRAM ENFORCEMENT (2.124.100 - Safety program enforcement)

Willful violations of county safety procedures are not acceptable. Violations of safety procedures may result in disciplinary actions against the employee, up to and including discharge.