Chapter 2
ACCIDENT PREVENTION PROGRAM GENERAL GUIDANCE AND INSTRUCTIONS

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

B. Purpose
This Accident Prevention Program (APP) provides guidance and establishes Department or 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 or Unit supervisors are expected to integrate procedures into relevant and 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 unit-level authorities as the individuals responsible for employee safety. General supervisor and employee safety responsibilities are presented in Chapter 3. Subsequent 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 Arts and Sciences (CAS) 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 appropriate unit-level office administrator and added to the employee file. Rehires or cyclical workers returning to work within six months and performing substantially like 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 or is assigned new 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
- 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 Scaffolding
- Working with Pesticides
- Working with Blood/Bloodborne Pathogens
- Responding to Chemical Spills
- Using Ladders
- Welding, Cutting or Brazing
- Using steam or high-pressure vessels.
- Using Elevating work Platforms
- Working with Electricity
- Managing Hazardous Waste
- Working with Blood/Bloodborne Pathogens
- Responding to Chemical Spills
- Using steam or high-pressure vessels.

5. Employees failing to comply with safety policies and procedures will be subject to timely, corrective, 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 or 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 emergency campus-wide, employees will receive notification and general instructions via the campus emergency public address system or the WSU Alert network communication system. CAS employees are encouraged 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 unit’s urgency Emergency Plan is to be made available upon employee request.

H. Fire Safety
All CAS 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 911 or instruct someone to 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:
5. Instruct employees to evacuate to the designated gathering area for your building.
6. Insure all employees have been evacuated and are accounted for.
7. Verify 911 has been called.
8. Determine if the fire has been extinguished. If fire has grown or there is thick smoke, evacuate any employees attempting to fight the fire.
9. Go to the designated gathering area and verify that all employees are accounted for. If an employee is missing, no one will be permitted to re-enter the building.
10. Notify responding firefighting personnel when an employee is missing and may be in the building.