

Employee Health and Safety Plan

SCOPE

Seattle Central College places a high value on the safety and health of all students, employees, and visitors to our campuses. The College is committed to providing a safe workplace and has developed this plan for injury and illness prevention involving all levels of our workforce. This plan aims to identify and mitigate hazards that could develop while performing assigned duties. Employees are required to comply with all safety rules and are encouraged to participate in the recognition and elimination of hazards to make the College a safer place to work.

In order to fulfill the conditions of this plan, Seattle Central will provide safety information, orientations, and training. Management will support the College's goal to foster a thriving culture of safety that is both innovative and dynamic by providing the resources necessary to the success of this plan.

A site-specific iteration of this plan will be maintained and enforced at the Health Education Center (HEC) at the Pacific Medical Tower, Seattle Maritime Academy (SMA), Seattle Vocational Institute (SVI), and the Wood Technology Center (WTC).

ROLES AND RESPONSIBILITIES

A successful Employee Health and Safety Plan (EHSP) requires the active interest and participation of management, employees, and students. Thus, Seattle Central will delegate the following responsibilities to ensure the plan's continuity and success.

1. Seattle Central College Administration will provide assistance for the compliance efforts of all employees. It will foster an attitude that safety is of the utmost importance and ensure the establishment of a college-wide Safety Committee.
2. The Environmental Health and Safety Manager is responsible for reviewing and overseeing the implementation of this plan in conjunction with the College Safety Committee and other applicable departments. This will include, but not be limited to, the following:
 - a. Coordinating compliance efforts for Seattle Central College.
 - b. Consulting with departments regarding implementation, maintenance, and enforcement of this plan.
 - c. Evaluating workspace practices and outlining required, or suggested, personal protective equipment.
 - d. Organizing, providing, and tracking employee training.
3. Deans, Directors, and Managers are responsible for implementing safety and health procedures within their area of responsibility. This will include:
 - a. Delegating authority to supervisors and holding supervisors accountable for incident prevention and reporting procedures as specified.
 - b. Ensuring that funds are budgeted for safety equipment, training, and other requirements.
 - c. Providing required personal protective equipment (PPE) to accomplish projects, day-to-day tasks, and non-routine tasks in a safe manner.
 - d. Ensuring that incidents are fully investigated and corrective actions are taken to prevent reoccurrence.
 - e. Ensuring that a record of injuries and illnesses is completed and maintained per the requirements of this plan.
 - f. Following established rules and policies; attending required health and safety training.
 - g. Reporting all unsafe practices or conditions to the supervisor of the area where the hazard was observed; ensuring that they are corrected.

4. Supervisors have the ability to address safety and health hazards before an incident occurs and are responsible for protecting the health and safety of the individual(s) working in their area. To meet this obligation, supervisors will:
 - a. Ensure that all safety and health rules, standards, and procedures are observed.
 - b. Ensure that each employee received orientation and safety training before initial work.
 - c. Ensure that each employee is competent or receives training on safe operation of equipment they will be required to use before they use it. This includes standard operating procedures for their normal work duties.
 - d. Record and maintain all employee departmental training.
 - e. Provide each employee with the required PPE before starting work that requires its use.
 - f. Monitor and enforce use of required PPE.
 - g. Conduct and document safety self-checks of your area of responsibility to identify and mitigate potential hazards.
 - h. Promptly address any and all hazards identified during safety self-checks.
 - i. Correct unsafe behaviors.
 - j. Provide on-going training and discipline as needed to assure compliance with the requirements of this plan.
 - k. Document all incidents, regardless of severity, and report findings to management.
 - l. Follow established rules and policies; Attend required health and safety training.
 - m. Voice concerns and identify practices that can provide improvement of employee safety.
5. All Employees are encouraged to take an active role in ensuring the continuity and success of this plan. Employees are instrumental in the identification and prevention of hazards. To establish a culture of safety at Seattle Central, and to ensure that hazards are mitigated, employees shall:
 - a. Attend initial safety orientation and job specific safety training before initial assignments.
 - b. Follow safety rules described in this plan, the Washington Industrial Safety and Health Act (WISHA), and those provided during training.
 - c. Cooperate with co-workers, supervisors, Environmental Health & Safety, and the Safety Committee to assist in eliminating hazards.
 - d. Identify and report all hazards, regardless of severity. Submit concerns orally or through the Incident Report Form (employees may remain anonymous via either method of reporting).
 - e. Promptly report all incidents, injuries, and near-misses, regardless of severity or type, to your immediate supervisor. Failure to report an industrial injury, occupational illness, vehicle accident, or equipment damage, as prescribed, may be grounds for disciplinary action. An incident report form must be completed and submitted to your supervisor within 24 hours or the next working day.
 - f. Notify your supervisor if unwilling to serve on the Safety Committee when elected or selected.
 - g. Maintain all issued PPE in a safe and usable condition and wear such equipment when projects dictate.
 - h. Perform all assigned projects in a safe manner to avoid endangering yourself and others.
 - i. Ensure no safety devices or safeguards are removed, modified, or defeated. If modification is required, contact the immediate supervisor and the Environmental Health and Safety Manager (EHS Manager) for review before performing the modification.
 - j. Abstain from making modification(s) to equipment unless you are trained and are responsible to do so.
 - k. Model safe work practices at all times and set a good example for co-workers.
 - l. Voice concerns and identify practices that can improve the safety of your work environment.

SAFETY COMMITTEE

Seattle Central's Safety Committee helps employees and management work together to identify hazards and recommend solutions, review incident reports, and evaluate the effectiveness of the College's safety plans. By-laws for the committee as well as a current membership listing and meeting minutes are available from the current Chair for review.

SAFETY BULLETIN BOARD

The bulletin boards are designed to increase employee awareness of health and safety topics and to communicate and update management safety messages.

In order to maintain the effectiveness of the boards, the EHS Manager will periodically review each board to ensure that:

1. The board(s) are placed in a location of employee exposure.
2. The Safety Bulletin Board(s) are designated and reserved EXCLUSIVELY for safety material. Unauthorized items are removed from the board.
3. Posters, Safety Committee minutes, and other information that has become dated or worn will be removed or updated.
4. Each bulletin board is assigned for maintenance, as directed above.

The following documents may be posted to the Safety Bulletin Board:

1. Incident statistics via the OSHA 300A summary (posted February 1 – April 30).
2. Citations and notices (posted for three working days or until all violations are corrected).
3. Appeals of citations or notices (posted until the appeal is resolved).
4. Locations of first aid kits, fire extinguishers, automated external defibrillators (AEDs), etc.
5. Procedures for reporting a safety hazard or incident.
6. Other safety information, as appropriate.

SAFETY ORIENTATION, EDUCATION, AND TRAINING

Orientation of new employees, re-hires, part-time employees, substitutes, temporaries, and student workers must take place before or at the start of initial assignments. This training will include the following components:

1. A review of this plan to include an overview of the College's health and safety policies and expectations.
2. How to report unsafe conditions and practices.
3. How and when to report on-the-job injuries including instruction about the location of first aid facilities and safety equipment in their workplace.
4. A review of the College's emergency procedures.

A workplace-specific orientation will also occur for the above group, in addition to employees transferring from other departments, at the start of initial assignments. This training will include:

1. On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
2. The use and care of required personal protective equipment (PPE), if applicable.
3. Identification of hazardous materials used in the workspace and instruction about their safe use, disposal, and any related emergency protocols.

A record of general safety orientation training will be maintained by the EHS Manager. Records of job-specific orientation and training will be maintained by the department providing the orientation/training.

Students who are enrolled in classes where they are exposed to hazards as part of their coursework will receive training and instruction from the faculty or instructor teaching the course. Supplemental safety orientations and information sessions may be given by trained staff, as appropriate, to orient students to new programs, laboratories, and workshops.

INCIDENT REPORTING

Employees are required to report all injuries, illnesses, and/or near-misses to their immediate supervisor, regardless of severity. The College utilizes the Incident Report form included at the end of this plan for all reporting. When an occurrence happens, on Central campus or at any of our satellite campuses, a form must be filled out within 24 hours or submitted the next business day. The College recognizes the following definitions for use in incident reporting:

1. Major Injury: an injury sustained that results in a fatality, in-patient hospitalization, amputation, or loss of eye(s).
2. Minor Injury: an injury sustained that requires emergency medical treatment that could include, but is not limited to, a bone break or fracture, burn, or laceration; or an injury that required a visit to an employee's personal doctor or an out-patient clinic.
3. Work-Related Illness: includes both acute and chronic illness due to a chemical or environmental exposure at work that could include, but is not limited to, skin disease, respiratory disorder, or poisoning.
4. Near-miss: an incident that could have resulted in injury or resulted in injury that either did not need medical treatment or could be self-treated with the contents of a workplace first aid kit.
5. Workplace Hazard: any condition or process identified by an individual that has either immediate or future potential to cause a workplace injury, illness, or near-miss.

The supervisory person at the time and location of the occurrence is responsible for making certain the form is completed accurately and objectively by the reporting party. Include names of witnesses and pictures, as appropriate. All completed forms must be submitted to the Public Safety Office, Central campus, BE1108. The office can be contacted at 206-934-5442 for assistance completing the form. An Incident Investigation Report form will be completed for each employee incident by either a Public Safety official or the EHS Manager, as appropriate.

RESPONDING TO MEDICAL EMERGENCIES

The campus-wide Emergency Preparedness Plan is the main source for emergency information for Seattle Central College. It can be referenced on the Emergency Procedures page of the Public Safety website. General information is included below as it pertains to minor injuries and near-misses.

1. Minor Injury (Emergency Care):
 - a. Do not move the injured person unless necessary to prevent further injury.
 - b. Call 911 immediately. If possible, have a second person call Public Safety (206-934-5442).
 - c. State the nature or type of emergency, give your location, and any information you know about the injured person that could prepare responders.
 - d. If trained in first aid or directed by the 911-operator, administer aid.
 - e. Stay with the injured person until emergency medical services and/or Public Safety arrives.
2. Near-Miss (Self-Care):
 - a. Promptly report the injury or incident to your supervisor.
 - b. If needed, retrieve the nearest first aid kit.

A note about bloodborne pathogens (BBP) and other potentially infectious material (OPIM):

1. *Employees should assume that all blood is infectious! HIV and Hepatitis B and C are of the most concern in blood.*
2. *Employees, unless qualified by training and within the scope of their position at the College:*
 - a. Are not required to perform first aid as part of their job duties.
 - b. Should report discarded sharps (i.e. needles) to the Public Safety Office for retrieval and disposal.
3. *If you are exposed to blood or an OPIM, contact your supervisor and the EHS Manager immediately.*

MAJOR INCIDENT INVESTIGATION

In the event that an employee is fatally wounded while working, is not expected to survive an injury, or when two or more individuals are admitted to a hospital as a result of a work related incident, the following procedures will take place:

1. The scene should be secured and not disturbed except to make the area safe.
2. The incident will be immediately reported to the Director of Public Safety (or designee) and the EHS Manager (or designee).
3. The Director of Public Safety will report the incident to the Department of Labor and Industries within 8 hours of becoming aware of the incident at 1-800-423-7233. The following information should be included:
 - a. Reporting party's name and phone number

- b. Employer's name
 - c. Location/address of the incident
 - d. Date and time of the incident
 - e. Number of individuals involved
 - f. A brief description of what occurred
4. A formal incident investigation will be conducted to understand the cause of the injury/accident/fatality. The following procedure will be utilized:
- a. An Investigation Team will include, at a minimum, the Director of Public Safety, the EHS Manager, the impacted party's immediate supervisor, and a designated member of the Safety Committee. Other personnel may be included as appropriate.
 - b. The Investigation Team will document witness statements, the state of the scene, equipment associated with the event, and other elements involved to provide an explanation of what occurred.
 - c. The Team will generate an Incident Investigation Report using the form at the end of this plan and submit it to the Director of Public Safety.
 - d. The Director of Public Safety will file the report and bring it forward for review at the next Safety Committee meeting. The incident will be discussed to ensure that the cause is understood and steps are taken to prevent recurrence.

HAZARD REPORTING

Employees can, and are encouraged to, report hazards to their immediate supervisor, to the EHS Manager, the Public Safety office, or a Safety Committee representative. Hazards may be submitted in writing (via the incident report form) or orally. All oral reports will be documented with an incident form by the recipient of the information. The recipient of the report will review, validate, and take corrective action on confirmed hazards. The originator will be notified of any action planned or implemented to abate the hazard(s). Corrective actions will be recorded on the incident report form and included with the Safety Committee's meeting minutes.

At the time of reporting, employees may indicate if they would like to remain anonymous. Individuals should be aware that updates will not be reported directly to anonymous sources to preserve their privacy.

HAZARD PREVENTION AND CONTROL

Seattle Central College is committed to controlling workplace hazards that may cause injury or illness. Whenever possible, the College will design its facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, the College will develop requirements that will mitigate employee exposure to hazards. When the aforementioned methods of control are not possible or are not fully effective, Seattle Central will require employees to use personal protective equipment appropriate to the task.

The following basic safety rules have been established to create a College-wide baseline. These rules are in addition to task and equipment specific guidelines generated per workspace. Failure to comply with these rules may result in disciplinary action.

1. If a job is unsafe, report it! You have the right (and responsibility) to refuse work where adequate safety measures have not been taken.
2. Never do anything unsafe to complete a job faster.
3. Obey all workplace safety warning signs and notices.
4. Do not remove or disable any safety device. Guards must be kept on machines and tools at all times.
5. Use personal protective equipment whenever it is required.
6. Never operate equipment unless trained on that equipment and authorized to complete tasks that require its use.
7. All spills should be cleaned up promptly to eliminate slip and contact hazards.

8. All tools and supplies should be put away after use. Do not allow supplies, trash, scrap materials, or recyclables to accumulate and create a hazard. A tidy workspace is a safe one!
9. Do not bring firearms, weapons, or explosives onto College property.
10. Working under the influence of alcohol, *Cannabis*, or drugs (this includes illegal drugs and prescription drugs that alter your ability to safely operate equipment) is prohibited and grounds for disciplinary action.
11. Horseplay, running, and/or fighting are all prohibited.
12. Smoking is only permitted outside buildings and at a minimum of 25 feet away from any entry or ventilation intake.

SITE-SPECIFIC SAFETY RULES

Supervisors of each workspace are responsible for identifying site-specific hazards, in conjunction with the EHS Manager, to determine the necessary written plans needed to ensure a safe workplace. A PPE Hazard Assessment form is included with this plan to aid in the identification of general workplace hazards. Task or job-specific hazards should be identified and assessed with the included Job Hazard Analysis form. All written programs and plans that have utility in multiple locations will adhere to the same core template. Those templates are included at the end of this plan in lieu of the inclusion of additional general safety rules in this section. All site-specific EHSPs will include general workplace safety rules in this section.

DISCIPLINARY POLICY

Employees are expected to use good judgement when performing assigned duties and to follow established safety rules. All disciplinary actions will be recorded, processed, and resolved according to the appropriate College and/or District policies and the appropriate Collective Bargaining Agreement.

APPENDICES

Forms

Incident Report

Incident Investigation Report

Information Addendum

Job Hazard Analysis Form

PPE Hazard Assessment Form



Incident Report

INSTRUCTIONS:

- IF YOU ARE AN EMPLOYEE, complete sections: 1, 2, 4, 5, 6, 7, 8
- IF YOU ARE NOT AN EMPLOYEE, complete sections: 1, 3, 4, 5, 6, 7, 8
- Submit this completed form to the Public Safety Office, Central Campus BE1108 (phone: 206-934-5442)
- If you are reporting a workplace hazard, you may send the copy directly to EHS (phone: 206-934-2904)

1. LOCATION/DATE OF INCIDENT

College Location: Central Pacific Tower SMA SVI WTC

Date of Occurrence (MM/DD/YYYY): _____ Time of Occurrence (HH:MM): AM PM

Location of Occurrence (Be Specific): Building: _____ Floor/Room: _____

Employee/Student Identification Number: _____

2. EMPLOYEE REPORT

Employee's Name: _____ Job Title: _____

Supervisor's Name: _____ Department: _____

Have you reported this occurrence to your supervisor? Yes No If "yes," when? _____

Have you visited a doctor concerning this injury/illness? Yes No

If "yes," whom did you see? _____ When did you see the doctor? _____

Have you previously sustained this type of injury at work? Yes No

If "yes," when? _____ Employer at the time of previous injury: _____

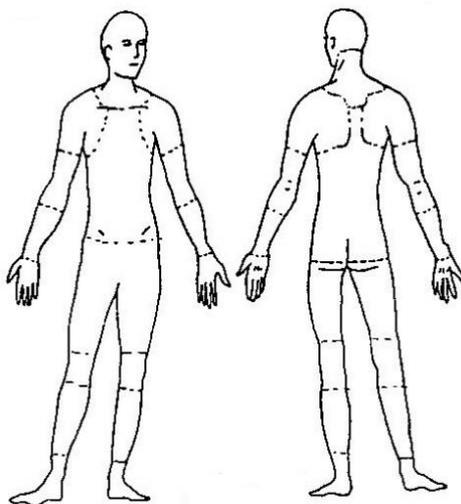
3. NON-EMPLOYEE REPORT (student/visitor/vendor/contractor)

Name: _____ Program/Affiliation: _____

Was there a College employee present at the time of the occurrence? Yes No

If "yes," who? _____ Department: _____

4. PART OF BODY INJURED (shade or circle all that apply):



5. NATURE OF THE INJURY (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Abrasion, scrape | <input type="checkbox"/> Cut/laceration |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Needlestick/puncture |
| <input type="checkbox"/> Back Injury | <input type="checkbox"/> Hernia |
| <input type="checkbox"/> Broken bone | <input type="checkbox"/> Illness |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Sprain |
| <input type="checkbox"/> Burn (heat) | <input type="checkbox"/> Muscle Sprain |
| <input type="checkbox"/> Burn (chemical) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Concussion (to head) | _____ |
| <input type="checkbox"/> Crushing injury | _____ |

I am reporting a(n):

- | | |
|---|---|
| <input type="checkbox"/> Injury | <input type="checkbox"/> Near-miss |
| <input type="checkbox"/> Work-Related Illness | <input type="checkbox"/> Workplace Hazard |

6. WITNESSES (if anyone witnessed this occurrence or can corroborate a hazard, please include their name below):

Name: _____ Job Title: _____

Name: _____ Job Title: _____



Incident Investigation Report

PART 3. INCIDENT INVESTIGATION

Unsafe workplace conditions (Check all that apply):

- Inadequate guard
- Unguarded hazard
- Safety device is defective
- Tool or equipment is defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed PPE
- Lack of appropriate equipment/tools
- Unsafe clothing
- No training or insufficient training
- Other: _____

Unsafe acts by people (Check all that apply):

- Operating without permission
- Operating at an unsafe speed
- Servicing equipment that has power to it
- Making a safety device inoperable
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting by hand
- Taking an unsafe position or posture
- Distraction, teasing, horseplay
- Failure to wear PPE
- Failure to use the available equipment/tools
- Other: _____

Why did the unsafe act(s) occur? Was there an incentive to perform the work unsafely (e.g. trying to get it done on time, the task can be done quickly, etc.)? Please provide as much detail as possible.

Was the unsafe act or condition reported prior to the incident? Yes No

Has there been a similar incident or near miss prior to this one? Yes No

If "yes," was the prior incident or near miss documented or reported? Yes No

Was training related to the hazard provided prior to the incident? Yes No

Was the supervisor notified of the hazard(s) prior to the incident? Yes No

If "yes," when was the supervisor notified of the hazard? What was done?

<input type="checkbox"/> grinding <input type="checkbox"/> welding <input type="checkbox"/> working with glass <input type="checkbox"/> using computers <input type="checkbox"/> using knives <input type="checkbox"/> dental and health care services <input type="checkbox"/> other: _____ 	<input type="checkbox"/> sawing <input type="checkbox"/> hammering 	<input type="checkbox"/> tools or materials that could scrape, bruise, or cut <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> other: _____ 	<u>If no, use:</u> <input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Other: _____
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FEET/LEGS		
<u>Work activities, such as:</u> <input type="checkbox"/> building maintenance <input type="checkbox"/> plumbing <input type="checkbox"/> use of highly flammable materials <input type="checkbox"/> welding <input type="checkbox"/> other: _____ 	<u>Work-related exposure to:</u> <input type="checkbox"/> explosive atmospheres <input type="checkbox"/> explosives <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> heavy equipment <input type="checkbox"/> slippery surfaces <input type="checkbox"/> tools <input type="checkbox"/> other: _____ 	<u>Can hazard be eliminated without the use of PPE?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If no, use:</u> <input type="checkbox"/> Safety shoes or boots (Type: _____) <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Foot-Leg guards <input type="checkbox"/> Other: _____

SKIN		
<u>Work activities such as:</u> <input type="checkbox"/> baking or frying <input type="checkbox"/> battery charging <input type="checkbox"/> fiberglass installation <input type="checkbox"/> irritating chemicals <input type="checkbox"/> sawing <input type="checkbox"/> other: _____ 	<u>Work-related exposure to:</u> <input type="checkbox"/> chemical splashes <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> sharp or rough edges <input type="checkbox"/> other: _____ 	<u>Can hazard be eliminated without the use of PPE?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If no, use:</u> <input type="checkbox"/> Vest, Jacket <input type="checkbox"/> Coveralls, Body suit <input type="checkbox"/> Raingear <input type="checkbox"/> Apron <input type="checkbox"/> Welding leathers <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Other: _____

GENERAL HAZARDS		
<u>Work activities such as:</u> <input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> other: _____ 	<u>Work-related exposure to:</u> <input type="checkbox"/> working from heights of 10 feet or more <input type="checkbox"/> working near water <input type="checkbox"/> other: _____ 	<u>Can hazard be eliminated without the use of PPE?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>If no, use:</u> <input type="checkbox"/> Fall Arrest/Restraint Type: _____

		<input type="checkbox"/> PFD: Type: _____
		<input type="checkbox"/> Other: _____

INHALATION

<p>Work activities such as:</p> <input type="checkbox"/> cleaning <input type="checkbox"/> sawing <input type="checkbox"/> irritating chemicals <input type="checkbox"/> painting <input type="checkbox"/> fiberglass installation <input type="checkbox"/> compressed air or gas operations <input type="checkbox"/> other: _____ 	<p>Work-related exposure to:</p> <input type="checkbox"/> irritating dust or particulate <input type="checkbox"/> irritating or toxic gas/vapor <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> other: _____ 	<p>Can hazard be eliminated without the use of PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, PPE selected: </p>
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HEARING

<p>Work activities such as:</p> <input type="checkbox"/> generator <input type="checkbox"/> grinding <input type="checkbox"/> ventilation fans <input type="checkbox"/> machining <input type="checkbox"/> motors <input type="checkbox"/> routers <input type="checkbox"/> sanding <input type="checkbox"/> sawing <input type="checkbox"/> punch or brake presses <input type="checkbox"/> other: _____ 	<p>Work-related exposure to:</p> <input type="checkbox"/> loud noises <input type="checkbox"/> loud work environment <input type="checkbox"/> noisy machines/tools <input type="checkbox"/> punch or brake presses <input type="checkbox"/> other: _____ 	<p>Can hazard be eliminated without the use of PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, PPE selected: </p>
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