

# Accident Prevention Program



## INTRODUCTION

Lower Columbia College (LCC) has developed this written Accident Prevention Program (APP) in accordance with WISHA regulations described in (WAC 296-800-140).

If you have questions, concerns or comments about any information included in this plan, please contact the Director of Environmental Health & Safety at (360) 442-2273. Safety concerns may also be directed to any member of the [Safety Committee](#).

# Accident Prevention Program

## **COLLEGE'S COMMITMENT**

Safety Policy 245

Workplace Safety Lower Columbia College is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

## **PART ONE: SAFETY ORIENTATION**

Each new employee will be given a detailed safety orientation specific to their work activities by their immediate supervisor at the beginning of their first shift. The supervisor will keep a copy of the safety orientation on file as well as provide a copy to EH&S. The Safety Orientation will cover the following items:

### **A Description of the Accident Prevention Program**

Lower Columbia College (LCC) has developed this written Accident Prevention Program (APP) in accordance with WISHA regulations described in (WAC 296-800-140). It consists of the safety orientation provided by your supervisor and a safety committee, described in section 2 below. LCC also has basic safety rules that all employees must follow. They are:

- Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your supervisor, a member of the safety committee, or EH&S. We will find a safer way to do the job!
- Do not remove or disable any safety device! Keep guards in place

- at all times on operating machinery.
- Never operate a piece of machinery that unless you have been trained and are authorized to do so.
  - Use personal protective equipment (PPE) whenever it is required.
  - Obey all safety warning signs.
  - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
  - Do not bring firearms or explosives onto LCC property.
  - Smoking is prohibited on LCC property.
  - Horseplay and running and/or fighting is prohibited.
  - All spills should be cleaned up immediately.
  - Tools and supplies should be put away after use.
  - Do not allow messes to accumulate. Good housekeeping helps prevent accidents.
  - Always use the right equipment for the job.
  - Slow down and pay attention to prevent injuries.
  - Report all accidents immediately using the [Accident Report Form](#).

### **How and when to report injuries.**

If you are ill or become injured on the job, report this to your immediate supervisor right away. Once you have reported it to your supervisor, complete an Accident Report Form and submit it to Human Resources. This form should be completed as soon as possible, especially when an employee has been potentially exposed to a blood borne pathogen.

LCC highly encourages employees to report “near misses” using the Accident Report Form. Consistently and confidently reporting near misses is a part of maintaining a safety mindset on campus.

### **Where first aid kits and AEDs are located.**

First aid kits can be found in strategic locations across the campus for the purposes of providing basic first aid treatment. First aid kits contain basic first aid supplies such as gloves, assorted bandages, tape, alcohol, burn gel and antiseptic wipes. First Aid kits are re-stocked by [Zee Medical Service](#) on a regular basis. LCC requires all supervisors to receive CPR, 1<sup>st</sup> Aid and AED training.

[First Aid Kit locations are listed on the campus map.](#) *Click any building to see locations.*

AEDs are portable devices that use electrical therapy, defibrillation, to stop arrhythmia, which allows the heart to reestablish an effective rhythm. AEDs are used to treat life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia.

[First Aid Kit locations are listed on the campus map.](#) *Click any building to see locations.*

### **How to report unsafe conditions and practices.**

If you see something that is unsafe or you see someone not working safely, immediately report it to your supervisor and/or EH&S.

### **What to do in an emergency including how to exit the workplace.**

The [Emergency Handbook](#) is a reference guide on what to do during an emergency on campus. This handbook provides information on the following:

- Active Threat
- Blood Borne Pathogen Exposure Prevention
- Bomb Threats
- Chemical Spills
- Campus Closure Procedures
- Earthquakes
- Evacuation
- Fire
- Lockdown
- Medical Emergencies
- Shelter in Place and;
- Workplace Violence

An evacuation map for each building is posted near entries and exits.

If you witness a medical emergency, contact 911 followed by LCC security (360) 442-2911. Security will respond to the scene and help direct emergency responders to your location.

Information about how to respond to a [Medical Emergency](#) can be found on LCC's webpage.

### **Fire emergency.**

All LCC employees will receive annual fire extinguisher training. These trainings are available to employees both online through CANVAS and in-person with an instructor.

If you discover a fire tell another person immediately. If you have been trained on how to extinguish it, you may do so. If you have not received training or the fire is not a manageable size or type- contact 911 followed by campus security (360) 442-2911.

Do not continue attempt to extinguish a fire if it grows, or there is thick smoke.

LCC buildings are equipped with fire suppression and alarm systems. IF you experience a fire alarm, please evacuate the building immediately to your building's assembly point.

Responding departments, including campus services and security have department specific operating procedures to follow in the event of a fire.

### **Earthquake Emergency.**

An emergency preparedness course specific to earthquake emergencies is available to all LCC employees online through CANVAS.

During an earthquake:

If you are inside a building:

Drop under a desk or table and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.

When the shaking stops, carefully and quickly begin an evacuation to the dedicated assemble points. Remember that additional hazards could have been created by the shaking and aftershocks are likely.

First aid certified employees and Emergency Building Coordinators should check people for injuries and help evacuate injured employees. An evacuation chair is located in each stairwell on campus to aid in the evacuation of injured and disabled persons.

Campus services personnel have been trained to shut off all gas following a seismic event. All gas shutoff valves are seismic safe and should automatically close when something causes them to oscillate.

Do not approach or touch downed power lines or objects in contact with downed power lines.

Do not use the phone, except for emergencies.

Turn on a radio and listen for public safety instructions.

If you are outside:

Stand away from buildings, tree, telephone and electrical lines.

If you are on the road:

Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

### **Identification of hazardous chemicals used at LCC.**

All LCC employees are required to complete a Right to Know training at the time they begin working. Many types of chemicals are used at LCC both in instruction and facilities. You will receive a specific training on how to handle the chemicals you use in your area. Please review LCC's Hazard Communications Program and Chemical Hygiene: Lab Safety Plan for more information.

### **Use and care of personal protective equipment (PPE).**

Some tasks at LCC require employees to wear PPE to protect against injury. You will be instructed by your immediate supervisor on the use, care and storage of your PPE following a hazard assessment. For additional information, contact EH&S.

### **On the job training about what you need to know to perform your job safely.**

Before you are first assigned a task, your immediate supervisor will show you what to do along with specific safety instructions and required PPE.

You will need to follow the safety rules established and wear PPE required based on the hazard assessment for each task.

Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

## **PART TWO: SAFETY COMMITTEE**

The Safety Committee is responsible for handling safety issues and concerns, accident prevention; is a sounding board for employees, and makes recommendations to administration regarding safety related issues. LCC's Safety Committee consists of 8 Employee Selected Employees (4 Classified, 4 Faculty), 6

Employer Selected Employees and 4 Students. Employees will elect from among themselves their representatives to be on the committee.

Safety Committee members will elect a committee chairperson and record minutes. Safety committee minutes are posted on the LCC webpage. Safety Committee meetings are currently held on the first Tuesday of the month at 1:00pm in HSB 235.

The Safety Committee serves as the central safety group for all college employees.

Meetings are held once a month. Meetings are open to all employees.

For campus safety information see: [Safety & Security](#)

See: [Safety Committee Bylaws](#)