



# ***ACCIDENT PREVENTION PROGRAM***

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District: Coal Creek Utility District

# ACCIDENT PREVENTION PROGRAM

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## ACCIDENT PREVENTION PROGRAM

### PURPOSE / SCOPE

The purpose of this ACCIDENT PREVENTION PROGRAM is to provide you with a template that your district can use, to develop a comprehensive safety policy that complies with state and federal laws for a safe workplace. This will equip you with tools necessary to create a written accident prevention program in your own language, that is tailored to the needs and potential hazards associated with *your* district. It provides information and guidance for the establishment and maintenance of an injury-free work environment.

This will require leadership from all levels. Each employee must begin by fostering positive safety attitudes for the prevention of illnesses, accidents or even “near misses” within your workplace. You will also need to continually revise these programs as laws change.

By doing so your district will demonstrate that it has placed an appropriate value on the life of both your employees and the general public.

An Accident Prevention Program is:

A plan of action to:

- Involve workers and management in workplace safety and health
- Identify and control actual work site safety hazards before they cause accidents
- Handle emergencies
- Give new employees job safety training
- Provide for personal protective equipment as needed
- Must be a “living plan”
- Hold personnel accountable for safety

### Policy Statement Example (Develop and insert yours here)

It shall be the policy of (Your District) to require all employees who work in or around the workplace to rigidly follow the procedures and safety advisories set forth herein. It is the District's responsibility to provide employees with all the safety devices or means that may be necessary or required for any particular use, operations, set-up, or service.

It is a District Policy that everyone will practice safety in or around the workplace. If at any time safety of individuals, property, and/or equipment is in danger, operation will cease and corrective action will be taken. It is your responsibility to familiarize yourself with the safe and correct use of all related equipment, or procedures, and the District's Safety Programs prior to work. It is also your responsibility to observe pertinent laws and regulations and to follow manufacturer's instructions on machine operation and maintenance.

### DISCIPLINARY POLICY (Example from The Department of L&I. Insert Yours Here)

***(Customize by adding company name here)*** believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our district believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all district, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

***(Customize this page by adding any additional disciplinary actions and deleting those that may not apply to your District.)***

#### **EXEMPTIONS / EXCLUSIONS**

Districts with less than 10 employees may utilize a safety committee in place of safety meetings. One of the two must be regularly practiced by your staff. A best practice would be to do both through a developed program that is consistent with elements contained in this program.

### **TOTAL SAFETY AND HEALTH PROGRAM (Insert Yours Here)**

Example:

(YOUR DISTRICT NAME HERE) is committed to an injury free workplace. Our accident prevention program consists of: monthly safety and safety committee meetings, on the job training of all tools, machinery, heavy equipment, utility procedures, regularly scheduled in-house or offsite training, and training for certification renewals. Training also includes the safe use and storage of toxic or flammable materials, gases, or chemicals. The goal is to increase the skill, awareness and competency of all district employees in the field of occupational safety and health.

Resources for the development of our safety programs can include but are not limited to: networking through the Water & Sewer Risk Management Pool online resources, via the Safety Operations Resource Team (S.O.R.T.) for consultation, guidance or access to safety issues or programs, networking from other utility districts, consultation from the Department of Labor and Industries or private organizations, utilization of manufacturing operating manuals, in-house program development, state & federal laws.

The District's Accident Prevention Program is made up of this Basic Safety Program, adopted by the Board of Commissioners, and the Hazard Specific Safety Programs developed by District staff and jointly approved by the Safety Committee and the Management Team. Together, these elements comprise the District's overall Accident Prevention Program.

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Program Name

## HAZARD SPECIFIC SAFETY PROGRAMS

Each safety program your district adopts should not be mere copies of those created by someone else. Each safety program must be "effective in practice". A site specific hazard evaluation and documenting the hazards unique to your work environment, will lend to the development of standard operating procedures that are essential in making these programs your own.

The following is a list of (insert your district name & programs here):

### FREQUENCY

**New Hires or transferred employees:** Employee Safety Orientation

(Insert your Employee Safety Orientation Program or link here)

### Yearly:

Annual Review of Safety Programs, Asbestos Removal Supervisor Training(if applicable), Fire Safety, Hearing Loss Prevention, Outdoor heat/medical emergencies, Emergency Response/rescue, Respirator Training, Safety Committee (Elections).

### Bi-annual or as Certifier requires:

Flagging/Traffic Control, First aid/CPR/AED

### Regular Scheduled Safety Programs:

Asbestos Awareness (or when conditions change), PPE Safety, Asbestos awareness, Back Injury Prevention, Chemical Hygiene, Confined Spaces, Construction Equipment Safety, Crane Safety, Fall Protection, hand & Power Tool Safety, Hazard Communication, Ladder Safety, Lifting and Rigging Safety, Lock-out/Tag-out, Meter Reader Safety, Office Safety/Ergonomics, Personal Protective Equipment, Office Safety, SARA Title III Guidelines, Slips, Trips and Falls, Trenching & Shoring (also - competent person training certification is recommended), Vehicle Fleet Safety, Welding, Cutting and Brazing, Securing Loads.

**Effective in Practice:** See WAC 296-800-14020

The hazards of work both in the field or office are generally experience while on the job. The creation of a form that your employees can use to document these risks is essential when adapting safety programs or policies that fit your district's needs. For example: a certain safety policy may require equipment to be used in such a way that does not protect an employee while on the job. When this happens the employees should document this on a "Hazard Assessment Evaluation" form, and provide a copy to your district's safety officer.

The safety committee will evaluate these hazards and develop a procedure to mitigate them. Encourage the regular use of these forms as a best practice solution. An example of a hazard analysis form is contained in the appendix section of this program. Each safety program should also contain a section that lists hazards associated with the program's topic.

When developing safety meetings consider the following:

**Hazard Description** (what the nature of the hazard is)

This is the section where you describe the particular combination of forces and processes that produce and control the particular hazard. You will describe the essential qualities and characteristics by which the reader can recognize the hazard. This description will establish the motivation for the reader to be concerned about the hazard.

### **Hazard Evaluation** (where the hazards are)

In this section, you inform the reader where, they are likely to encounter the hazard(s) described in the Hazard Description section. In describing where the hazard is encountered, you may also describe why the hazard is encountered there.

### **Methods of Evaluation** (how hazards are evaluated)

In this section you describe how the qualities and characteristics of the hazard are measured and quantified. I.E., how much of characteristic "X" must be present for it to represent a hazard to the employee.

### **Exposure Determination** (who is exposed to hazards)

This section would list the typical job titles or work tasks that are likely to be create or pose exposures to a hazard. Provide your employees with areas, facilities or related job tasks where risks are generally expected.

## **RESPONSIBILITIES**

The appendix references the WAC's for the following positions. Important: information on additional safety related duties not listed below are contained in a separate section entitled, "Additional Safety Duties" in the appendix.

### **District**

#### **Designated Person or Safety Program Coordinator**

- 1 Organize and conduct safety meetings.
- 2 Routinely inspect & verify that all safety equipment and first aid kits within offices and buildings are being maintained.
- 3 **Note:** vehicular safety equipment is the responsibility of the primary driver of each vehicle.
- 4 Review safety suggestions weekly and share with Field Superintendent/Management.
- 5 Request the procurement of any safety equipment needed by employees.
- 6 Assist Field Superintendent in accident investigations and the recording of injuries and illnesses on the OSHA 300 form.
- 7 Maintain a system for monitoring employee training so that upgrading certifications and updating training is done in a timely manner.
- 8 Routinely conduct job hazard analysis.
9. Assist management in annual safety audits.

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## Program Name

10. Notify management in writing of any serious safety violations

## Managers

### EMPLOYER'S RESPONSIBILITIES

1. Conduct monthly safety meetings (WAC 296-800-13020).
1. Develop, implement, and enforce an Accident Prevention Program (WAC 296-800-14005-14020)
3. The employer shall permit only those employees qualified by training or experience to operate equipment and machinery (WAC 296-155-035).
4. Provide and require the use of all necessary PPE or related equipment, including proper foot wear (WAC 296-800-16060).
5. Establish and train new employees with a Hazard Communications program (WAC 296-307-550).
6. Provide Fall Restraint/Arrest protection to its employees (WAC 296-155 Part C-1).
7. Maintain a Safety Bulletin Board (WAC 296-800-19005).
8. Employers must provide First Aid training, supplies and designated stations (See first aid safety program).
9. Respiratory protection (See Respiratory safety program).
10. Keep and maintain safety related records
11. Follow and enforce WAC 296-155, Part E for traffic control:
  - A. Utilize all legally required traffic control devices
  - B. Provide its employees with required flagging/PPE equipment.
  - C. Follow all traffic control procedures mandated by WADOT.
  - D. WAC 296-800-13020 in part, requires that if the district employees 11 or more employees on the same shift, at the same location, you must establish a safety committee.

## Employer Responsibilities: A Safe Workplace

**WAC 296-800-110 States:**

### Your responsibility:

To provide a safe and healthy workplace free from recognized hazards.

**IMPORTANT:**

Use these rules where there are no specific rules applicable to the particular hazard.

You must:

Provide a workplace free from recognized hazards.

WAC [296-800-11005](#).

Provide and use means to make your workplace safe.

WAC [296-800-11010](#).

Prohibit employees from entering, or being in, any workplace that is not safe.

WAC [296-800-11015](#).

Construct your workplace so it is safe.

WAC [296-800-11020](#).

Prohibit alcohol and narcotics from your workplace.

WAC [296-800-11025](#).

Prohibit employees from using tools and equipment that are not safe.

WAC [296-800-11030](#).

Establish, supervise, and enforce rules that lead to a safe and healthy work environment that are effective in practice.

WAC [296-800-11035](#).

Control chemical agents.

WAC [296-800-11040](#).

Protect employees from biological agents.

WAC [296-800-11045](#).

Note: Employees may discuss and participate in any WISHA safety and health related practice and may refuse to perform dangerous tasks without fear of discrimination. Discrimination includes: Dismissal, demotion, loss of seniority, denial of a promotion, harassment, etc. see chapter [296-360](#) WAC, Discrimination pursuant to RCW [49.17.160](#), for a complete description of discrimination and the department's responsibility to protect employees.

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Program Name

## Employees

1. Cooperate with all employees in efforts to eliminate accidents.
2. Be trained in safety and observe all safe practices.
3. Notify their supervisor or designated person of unsafe conditions of equipment or workplaces.
4. Use all required safety devices and personnel protective equipment (PPE), utilize all safety guards on equipment and wear clothing appropriate to the job.
5. Not willfully damage PPE.
6. Promptly report any job-related injury or illness to his or her immediate supervisor, on the day of the incident, regardless of the degree of severity.
7. Do not engage in any activity unrelated to work that may cause injury to other employees during the course of performing work assignments.
8. Attend any required training and/or orientation programs designed to increase their competency in occupational safety and health.
9. Do not report to work under the influence of alcohol or controlled substances. Alcohol or controlled substances must not be brought on the worksite.
10. Employees must follow WAC 296-155, & WSDOT, MUTCD rules for flagging.

### Employee responsibilities (WAC 296-800-12005)

Employees must:

- 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.
- Not wear torn or loose clothing while working around machinery.

Note: Things such as clothing, hair, and jewelry can get caught in machinery and be a hazard on the job.

Employees must:

- 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.

## **ACCIDENT REPORTING** (based on WAC 296-800-320 TO 330)

(Insert your reporting methods and form locations here)

Report any fatality or multiple hospitalization accident:

- a. Within 8 hours after the occurrence of an accident which results in the immediate or probable fatality of an employee or which results in the hospitalization of one or more employees, the employer shall report the accident either orally or in writing to the nearest office of the Department of Labor and Industries.
- b. The report shall relate the circumstances, number of fatalities, and extent of any injuries.
- c. Equipment involved in an accident resulting in an immediate or probable fatality shall not be moved until a representative of the Division of Industrial Safety and Health investigates the accident and releases such equipment.
- d. If it is necessary to remove the victim, or essential to prevent further accidents, such equipment may be moved only to that extent.
- e. Upon arrival of the Division of Industrial Safety and Health investigator, the employer shall assign to assist the investigator, the immediate supervisor and all employees who were witness to the accident, or whoever the investigator deems necessary to complete the investigation. (Accurately record injuries and illnesses on the OSHA 300 form). Note: The summary page of a recordable injury should be posted from February – April during the same year.

Note: Call the nearest office of the Department of Labor and Industries at 1-800-4BE SAFE or call Occupational Safety and Health Administration (OSHA) at 1-800-321-6742, to report the death, probable death or the in-patient hospitalization of any employee within 8 hours, after handling medical emergencies.

### **Reporting Unsafe Conditions and Practices**

It is recommended that along with your accident prevention forms you create a location for forms requiring your employees to report unsafe conditions, for facilities, vehicle and other equipment. Your policies should require utilization of lock-out/tag-out devices to prevent their usage. Completed forms should be turned into both management and the safety officer.

## EMERGENCY PROCEDURES

Your district should establish emergency procedures for all of your facilities. Designate and post evacuation diagrams with outside meeting places, employee roster check lists, location of emergency exits, fire extinguishers and AED or other supplemental first aid/rescue equipment. Your procedures should include generator hook-up procedures, emergency field operational procedures for: utility work, pumping or equipment scenarios, along with after-hour vendor information. Inter-local agreements are also useful (reference your emergency response plan here). This should be NIMS compliant with a focus on your geographical area.

Management should develop and maintain an employee emergency contact list (who to contact in case of emergencies), a list of those taking prescription medications and a list of emergency medical clinics in your district.

## SAFETY AND HEALTH COMMITTEE

WAC 296-800-13020 states:

(1) Make sure your committee:

Has employee-elected and employer selected members.

- The number of employee-elected members must equal or exceed the number of employer-selected members

Note: Employees selected by the employees bargaining representative or union qualify as employee-elected

- The term of employee-elected members must be a maximum of one year (there is no limit to the number of terms a representative can serve).
- If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting.

Has an elected chairperson.

Determines how often, when, and where, the safety committee will meet (the Department of Labor and Industries Five Star Rating program recommends monthly meetings for full compliance).

Note: Meetings should be one hour or less, unless extended by a majority vote of the committee.

If the committee cannot agree on the frequency of meetings, the department of labor and industries regional safety consultation representative should be consulted for recommendations.

You must:

(2) Cover these topics:

Review safety and health inspection reports, to help correct safety hazards.

Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.

Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.

Document the attendance.

Write down subjects discussed.

(3) Record meetings.

Prepare minutes from each safety committee and:

Preserve them for one year.

Make them available for review by safety and health consultation personnel of the department of labor and industries.

## TRAINING

Washington state law emphasizes the need to make your safety program instruction “effective in practice”. Tailor your programs to “fit” your organization. Site specific hazard analysis should be performed so that the material in your programs makes practical application.

Written and verbal tests allow you to monitor the awareness and competency of your employees. However, if you fail to engage the audience at the beginning of your class with questions then they will lose focus. Testing them at the end of your class will then lack success.

Consider how to schedule your safety meetings. People often take leave time on Mondays and Fridays. Try not to schedule your meetings on days when administrative personnel are preparing for council or board meetings. Check with supervisors to determine if employees have scheduled time off during your planned sessions.

One key toward achieving a successful delivery can be the use of power points, videos or well timed visual aids. Break up your delivery with fun exercises that involve or incite participation or feedback. Guest speakers can also create an atmosphere of enthusiasm.

Allow funds in your annual budget for alternative training. The promotion of safety within your organization should be a positive one. Networking is often a key to success when planning for and delivering a successful safety meeting. Communicating with outside organizations allows you to utilize combined knowledge and expertise from the professional community.

## REFERENCES/RESOURCES

S.O.R.T. Mission

### ***Purpose***

SORT is a standing committee of the Water & Sewer Risk Management Pool dedicated to providing educational resources and guidance to comply with safety rules and regulations affecting the water and sewer industry.

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Program Name

## ***Goals & Objectives***

1. To write quality, comprehensive safety and health programs.
2. Review programs for compliance and usability.
3. Assist districts with program implementation.
4. Serve as a resource on occupational health and safety issues to Pool member districts.

## ***History***

SORT began in March 1993 when Mike Harris with King County Water District #111 and Andrew Endrody with Sammamish Plateau Water & Sewer District, met to address a need for quality safety programs. After nearly a year as a pilot program, SORT officially became a committee of the Water & Sewer Risk Management Pool in February 1994. The first meeting was held at Midway Sewer District in Kent on February 4, 1994. Approximately thirty Pool members were in attendance.

In June 1995, the Pool's Executive Committee voted to make SORT a standing committee of the Pool. This was in response to SORT's level of importance among Pool members and the contribution the committee was making in the area of safety. SORT members at that time included: field personnel, office personnel, managers, inspectors, plant operators, equipment operators, field superintendents, and safety officers. The programs the committee continues to develop are relevant to all levels within the membership.

## ***Water & Sewer Risk Management Pool***

1750 112th Ave NE Ste B-215

Bellevue, WA 98004

Phone: 425-452-9750

Fax: 425-452-9740

Toll Free: 866-261-5456

<http://www.wsrmp.org/contact.php>

## SAFETY BULLETIN BOARD

The safety bulletin board is a necessary part of an accident prevention program. This should be a highly visible placement upon the wall in an area where employees frequent. Some good suggestions would be: a break room, meeting chamber or lunch room.

1. There are legal requirements for the posting of required notices and should be checked annually. The following are some, depending on your organization:

OSHA Form 300A Summary of Work Related Injuries and Illnesses (*must be posted from Feb. 1<sup>st</sup> – April 30<sup>th</sup> of each year*). 1-800-321-OSHA

Safe and Healthful Workplace Is The Law-OSHA

Job Safety and Health Protection 1-800-423-7233

“Equal Employment Opportunity Is the Law”, poster # EEOC-P/E-1

Employee Discrimination Protection 1-800-423-7233, or: WA State Law Prohibits Discrimination in Employment 1-800-233-3247, [www.hum.wa.gov](http://www.hum.wa.gov)

You’re Rights under the Family Medical Leave Act <http://www.dol.gov/esa/whd/fmla>

Unemployment Benefits – Employment Security Department

Current Minimum Wage poster – Department of Labor and Industries

Labor and Industries Notice to Employees to Report an Injury -Publication # F207-037-909[02-2009] (You fill in name)

A Safety and Health Workplace – [www.Lni.wa.gov/safety/TrainTools/Forms/Pubs/](http://www.Lni.wa.gov/safety/TrainTools/Forms/Pubs/).

Your Rights as A Worker (L&I) – Pub. # F207-037-9009[02-2012]

L & I Notice to Employees –Pub. # F242-191-909

L & I Employee Injured At Work? – [www.StayAtWork.Lni.wa.gov](http://www.StayAtWork.Lni.wa.gov)

U.S. Dept. of Labor Employee Polygraph Protection Act – WH Pub. # 1462

Other useful links:

<http://www.lni.wa.gov>

<http://www.lni.wa.gov/Safety/TrainTools/Videos/default.asp>

<http://www.lni.wa.gov/workplacerrights/>

<http://www.Posters.Lni.wa.gov>

2. Safety bulletins, newsletters, Accident statistics and other educational information should also be posted on the board.

## REVISION RECORD

Revision No.	Revision Date	Approval Date	Change
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## Program Name

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1.0.0	01-31-13	Initial design.
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## APPROVALS

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Safety Committee Chairperson	Date	General Manager	Date
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## ANNEX

The Annex and Appendix sections are intended to be used interchangeably to store information that is needed but can be updated as technology or regulations change without substantially changing the entire program. It could include reference tables, respirator instructions or vendor specific information for the applicable equipment.

## APPENDIX

### Safety/Designated Person Additional Duties (depending on your organization):

1. OSHA 300A form filled out and posted.
2. Inspect First Aid Kits & label with current dates
3. Change eye wash station solutions
4. Reg. scheduled Defibrillator/AED checks (per manufacturer) Initial registration: [WWW.kingcounty.gov/healthservices/health/ems/community/aed/registration](http://WWW.kingcounty.gov/healthservices/health/ems/community/aed/registration)
5. Hearing Tests Annually
6. Check batteries for all safety equipment: flashlights, barricades, air supplied respirators, ECT (twice per year is recommended).
7. Safety and Health Inspections
8. Yearly ladder inspection (label ladders and document inspections)
9. Annual Fall Protection Equipment Inspections (Inventory and inspection, documented)
10. Annual Review of Safety Meetings
11. Respirator Fit Testing (Medical Evaluation Questionnaire from licensed, occupational health specialist or nurse)
12. Traffic Sign reflectivity (MUTCD)inspection
13. Fire safety/extinguisher test/refill
14. Annual DOT Safety Inspections on Commercial Vehicles(by certified DOT mechanic)
15. Check for new workplace posters (January of each year)
16. Annual Crane Inspection (certified testers list from L&I)
17. Flagger Certifications, & CPR, First Aid training
18. Practice annual rescue/retrieval for confined spaces
19. Perform Regular safety inspections of vehicles, heavy machinery and other equipment.

## SAMPLE FORMS

For forms not listed below, please consult the S.O.R.T. program directory, or the Department of Labor and Industries.

# Job Hazard Analysis

Related Safety Program: \_\_\_\_\_

People who participated: \_\_\_\_\_

Location of site: \_\_\_\_\_

Date of analysis: \_\_\_\_\_

**Tasks/jobs where injuries occur, or can occur**

<b>How people get or could get hurt:</b>	<b>What could cause them to get hurt?</b>	<b>What safe practices or PPE are needed?</b>

**Injury & Illness Incident Report Form**  
**-Condensed OSHA Form 301 -**

**Employee Information:**

- 1) Full name \_\_\_\_\_
- 2) Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 4) Date Hired \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 5) Gender \_\_\_\_\_

**Information about the physician or other health care professional:**

- 6) Name of physician or other health care professional \_\_\_\_\_  
\_\_\_\_\_

- 7) If treatment was given away from the worksite, where was it given?

Facility \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

- 8) Was employee treated in an emergency room?  
 Yes  
 No
- 9) Was employee hospitalized overnight as an in-patient?  
 Yes  
 No

**Information about the case:**

- 10) Date of injury or illness \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- 11) Time employee began work \_\_\_\_\_ AM / PM
- 12) Time of event \_\_\_\_\_ AM / PM

- 13) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from a hand sprayer"; "daily computer key-entry."*

- 14) **What happened?** Tell us how the injury occurred. *Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "worker developed soreness in wrist over time."*

15) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples: "strained back"; "chemical burn", "hand carpal tunnel syndrome."*

16) **What object or substance directly harmed the employee?** *Examples: "concrete floor"; "chlorine"; "radial arm saw."* *If this question does not apply to the incident, leave it blank.*

17) **If the employee died, when did death occur?** Date of death: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Safety Committee Section

1) Case number from the Log \_\_\_\_\_ (Transfer the case # from the OSHA Log 300)

2) Review of situation indicates:

1) What steps have been taken to prevent similar occurrences and what further recommendations are made? (Instruct employee, replace or repair equipment or other)

4) Have proper forms been filled out for insurance company, Dept. of Labor & Industries, Other? Yes \_\_\_\_\_ N/A

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Program Name

**WAC/RCW**

1. WAC 296-307-018 Employer's responsibilities
2. WAC 296-800-13025; Healthful environments and safety meetings
3. WAC 296-307-018, 296-155-100 - Accident prevention program
4. WAC 296-155-035 – General Requirements safety standards for Construction
5. WAC 296-800-160, 296-155-100 part c; PPE
6. WAC 296-800-16060 - Footwear
7. WAC, Part I 296-307, 296-307-018, 594 - chemical control
8. WAC 296-307-550 - Hazard Communications
9. WAC 296-307-021 - Employee Responsibilities
10. WAC 296-155-035-3, 4 - Safety guards and clothing
11. WAC 296-27; 296-800-320 - Accident Reporting
12. WAC 296-27-031 - Accident Reporting
13. WAC 296-800-160 - Job Hazard Analysis
14. WAC 296-800-140 - Health Core Rules
15. WAC 296-155-110 - Safety Standards for Construction