



WATER & SEWER RISK MANAGEMENT POOL



Annual Review of Programs

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The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

ANNUAL REVIEW OF PROGRAMS

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Scope

It is the obligation of every district to ensure that its safety and health programs meet the minimum requirements set forth by the Department of Labor & Industries. This guideline is designed to assist district personnel in meeting those requirements and in maintaining current programs and training requirements.

Overview

Each district should designate one person who is responsible for updating the district's safety and health programs. Every program should be reviewed on an annual basis. Here are some of the major elements that should be reviewed for relevance:

- Update the program if there are regulatory changes.
- Update the program if conditions at the district change (e.g., new facilities, new operations, reorganization of personnel).
- Clarify areas in the program that are unclear or difficult to apply. If staff doesn't understand the rules then they may not know how to follow them.
- Review training requirements to ensure that personnel are trained in accordance with the regulations and that they are following the program requirements.
- Use best management practices. Check with other districts to see if there are ways to make your safety programs more effective.

Regulatory Sources

The Department of Labor & Industries develops most of the safety regulations districts must follow. You can find the most current regulations and policies through the following contact information:

Department of Labor & Industries

Mailing address:

Post Office Box 44000
Olympia, WA 98504-4851

Physical address:

7273 Linderson Way SW
Tumwater, WA 98501-5414

Website:

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

Office of Information and Assistance 1-800-547-8367

Serves as a central point of contact in Labor and Industries. Customer service representatives answer general questions about workers' compensation, workplace safety and health and other L&I services.

Safety and Health Hot Line 1-800-423-7233

Provides a menu of options callers can use to request safety and health standards, order [posters, publications](#) and more.

OTHER SOURCES OF REGULATORY INFORMATION INCLUDE:

Department of Ecology
<http://www.ecy.wa.gov>

Municipal Research & Service Center of Washington
 A resource center for public agencies.
<http://www.mrsc.org>

Compliance Matrix

The following spreadsheet lists the SORT programs along with the corresponding regulation. Use this as a guide when reviewing your programs for compliance. You may have additional programs that are not provided by SORT. Consult the appropriate regulations for details on compliance requirements.

SORT Program	WAC/ Regulation	WAC				NOTES
		Initial Training Required	Annual Training Required	Initial/Annual Training Recommend	Certification Required or Obtainable	
Accident Investigation	296-800-320	x		x		
Asbestos Awareness	296-62-077	x		x	x	WETRC
Back Injury Prevention	N/A			x		
Claims Reporting	N/A			x		
Confined Space	296-809-100	x	x	x		
Fall Protection	296-155-245	x		x		Depends on exposure
Fire Safety	296-800-300; 296-24 Parts G-1 thru G-3			x		
Hand/Power Tool Safety	296-807			x		
Hazard Communication	296-800-170	x		x		Depends on exposure
Hearing Safety Program	296-817-200	x	x	x		Annual testing req.

SORT Program	WAC/ Regulation	WAC				NOTES
		Initial Training Required	Annual Training Required	Initial/Annual Training Recommend	Certification Required or Obtainable	
Insurance Requirements	NA			x		
Job Site Communication	NA			x		
Ladder Safety	296-876	x		x		
Lifting & Rigging	296-24-215	x		x		
Loader Backhoe Safety	296-155-615	x		x	x	
Lockout/Tagout	296-803	x	x	x		
Meter Reader Safety	NA			x		
PPE (includes Eye Protection)	296-800-160	x		x		
Respiratory Protection	296-842	x	x	x		
Safety Audit	296-800-130	x	x	x		
Safety Committee Meetings	296-800-130			x		Annual elections req.
Safety Orientation	296-800-140	x		x		Req. at hire
Safety Responsibility	296-800-110	x		x		
Sample Personnel Manual	NA			x		
SARA Title III	173-303			x		
Slips, Trips, Falls	NA			x		
Sodium Hypochloride Safety	N/A			x		
Traffic Control Program	296-155-305	x		x	x	Recert. every 3 years
Trenching & Shoring	296-155-650	x		x	x	
Vehicle Fleet Safety and Maintenance	296-155-610; 204-46			x		
Welding, Cutting, Brazing	296-24-680	x		x		
Whistleblower Retaliation	RCW 42.41			x		