

## Safety Plan for County and District Personnel and Facilities

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## Purpose

Ensuring the safety of WSU Extension employees and volunteers is not only prudent, it is also absolutely essential to the success of the greater organization. Washington State University requires that every department and unit have a viable safety plan, and WSU Extension county offices fall under this broader authority. The purpose of this document is to describe appropriate safety processes for county Extension offices in Washington State. Additionally, this document outlines a communications process to ensure that individuals can report dangerous situations, accidents, or improper behavior without fear of retribution.

## Scope of the Plan

County Extension offices are unique in that they are responsible to two entities. As part of the Washington State University system, they are accountable to the rules and regulations of the University. Additionally, county Extension offices represent a partnership with local government. In most cases these offices are housed within buildings owned and operated by county government, and county employees often work for WSU Extension. Therefore, it is necessary and prudent to honor the rules and regulations established by the counties to ensure the safety of their employees. As a working principle, when county governments have requirements that exceed those mandated by WSU, county regulations supersede those from WSU. Conversely, when county regulations are less stringent than those described in this document, WSU's requirements supersede those of the county. **Nevertheless, all WSU personnel must follow the procedures outlined in this plan related to orientation and training, accident reporting and investigation, and safety requirements for WSU Extension facilities.**

## Governance

Oversight for implementation of this plan is provided by the Associate Dean/Associate Director and the Assistant Director of WSU Extension. Additionally, safety committees will provide oversight for safety practices within each WSU Extension Districts.

The District Director will be responsible for creation of a safety committee in her/his respective district and will serve on the committee to advise the committee and ensure that the committee functions properly. In addition to the District Director, one County Director, one county faculty (other than the County Director) and at least two state-employed staff members will serve on the District Safety Committee. When collective bargaining units exist, one additional state-employed staff position should be allocated to the committee representing bargaining unit employees. The County Director representative and one staff member on each committee will be appointed by the Associate Dean and Associate Director of WSU Extension. The remaining two-three positions (one faculty and one or two staff) will be elected by the faculty and staff within the District. All state employees within the District will be eligible to

vote in the election of committee membership. Every effort should be made to ensure that representation on these committees mirrors the diversity of the faculty and staff within the District.

The committee will select a chair to convene and conduct meetings. Each member of the District Safety Committee should be assigned individual counties within the district, and all counties must have a designated contact on the District Safety Committee. The District Safety Committee should immediately be made aware of any accident in the region and have access to associated documents. Additionally, all faculty and staff within the region should be aware that the Committee is accessible when and if they have safety complaints or related issues. Additional information about [Safety Committees](#) can be found on the WSU EH&S website along with the [Safety Committee Meeting Report Form](#).

## Part I: Accident Reporting and Investigation

When a workplace accident or occupational illness occurs among WSU employees, students, volunteers, or visitors; supervisors are responsible for reporting, evaluating, and when necessary investigating the incident. Reporting and investigation of all accidents is required by state regulations and is an integral part of WSU's accident prevention program. Investigations are conducted to identify factors contributing to the accident and methods for correcting and eliminating these contributing factors.

### ***Specific Responsibilities of Supervisors***

1. Accident Reporting
  - Supervisors are required to complete an incident report for all accidents within 24 hours. This form can be found at the [Environmental Health and Safety web site](#). Supervisors are also advised to review the WSU Safety Policies and Procedures Manual [25.20](#) for additional specifics on accident reporting.
  - Once the form is completed, one copy will be routed to the District Safety Committee representative responsible for the county, one copy will be placed in the injured employee's personnel file, and one copy will be given to the employee.
  
2. Accident Investigation
  - Supervisors conduct an investigation and complete a [Supervisor's Accident Investigation Report](#) when one of the following occurs.
    - i. The affected employee is unable to work the next full shift (typical work day for the individual) or subsequent shifts due to the injury or occupational illness.
    - ii. The affected employee receives medical treatment (stitches, prescribed medications, splints, etc.).
    - iii. A near miss or non-injury accident could have resulted in serious injury, illness, or significant property damage.
  - Supervisors are required to provide the injured person(s) and any witnesses the opportunity to complete a [Witness/Injured Person Statement](#) form.
  - Accidents resulting in death, serious injury such as bone fractures, amputations, etc. or in-patient hospitalization must be immediately reported to WSU Environmental Health and Safety (509-335-3041) and to WSU Benefits and Payroll Services (509-335-4589). Environmental Health and Safety is required to investigate all incidents resulting in serious injury, death or in-patient hospitalization. To report incidents after hours, call 509-335-4555.

### ***Training Requirements***

Supervisors are responsible for training new employees to report accidents and follow WSU, WSU Extension, and appropriate county rules and regulations.

### ***Recordkeeping Requirements***

County Directors are required to retain the following documents once completed.

- [Incident Report Forms](#)
- [Supervisor's Accident Investigation Report](#)
- [Witness/Injured Person Statement Form](#)
- [Safety Orientation Checklist](#) for each new employee
- [WSU Extension Safety Orientation Form](#)

## **Part II: Training, Information and Technical Resources**

### ***Training and Orientation Processes***

When new employees and volunteers first report for duty, they must be made aware of educational resources that are appropriate to their position. Supervisors will assign appropriate educational materials to each new faculty, staff and volunteer. Each new faculty, staff, and volunteer will then sign [a form](#) acknowledging that they have read and understand the assigned materials. If an employee is unable to read or understand materials, appropriate accommodations must be made to ensure that they completely understand all appropriate safety procedures. Additionally, supervisors must be aware that safety training is frequently necessary when job activities change leading to a new set of potential hazards. In these cases, supervisors must provide appropriate additional safety training.

The following materials are appropriate for most WSU Extension faculty and staff. However, other specialized materials can be viewed on the [WSU Environmental Health and Safety website](#). Additional web classes and video checkout are available at the [Environmental Health and Safety training page](#). An overview of [education and training services](#) offered by EH&S is also provided.

- [Avoiding Slips, Trips and Falls](#)
- [Back Basics – An Ounce of Prevention](#)
- [Carbon Monoxide Poisoning – A Silent Killer](#)
- [Eye and Face Protection](#)
- [Food-borne Illness](#)
- [Hand Protection](#)
- [Hanta Virus](#)
- [Hazardous Waste Management](#)
- [Hazardous Chemicals](#)
- [Heat-related Illness](#)
- [Hearing Protection](#)
- [Office Ergonomics](#)
- [Pesticide Applications - Fields](#)

- [Pesticide Applications - Greenhouses](#)
- [Pesticide Applications - Nurseries](#)
- [Pesticide Handling Hazards](#)
- [Portable Ladder Safety](#)
- [Respiratory Protection](#)
- [Seasonal Influenza](#)
- [Safe Winter Driving](#)
- [Tractor Safety](#)
- [Workplace Hazard Assessment](#)

### ***Additional Training Resources***

Additional program-specific training may be required. County Directors and supervisors should refer faculty, staff and volunteers to appropriate contacts (often Program Directors) and information in regard to these training regimens. In Pullman, [WSU Environmental Health and Safety](#) provides numerous resources to help supervisors and employees better understand risk and to prepare them for accidents and other emergencies. Similar resources are also available for [statewide WSU facilities](#). Additionally, many excellent technical resources exist within the [WSU Safety Policies and Procedures Manual](#). Some specific reference materials are listed below.

- [Health and Safety Organizational Chart](#)
- [Health, Safety and Risk Management Offices and Services](#)
- [Accident Prevention Responsibilities](#)
- [Hazard Notification](#)
- [Rules Governing Safety Committees](#)
- [First Aid Training](#)
- [Placement of Safety Bulletin Boards](#)
- [Checklist for In-house Safety Inspection](#)
- [Workers' Compensation Guidelines](#)
- [Return to Work Policy](#)
- [Motor Vehicle Safety](#)
- [Machinery Safety](#)
- [General Safety Guidelines](#)
- [Safety Precautions for Office Workers](#)
- [Fire Safety](#)
- [Environmental Health \(Air Quality, Pest Control, etc.\)](#)
- [Occupational Health](#)
- [Radiation Safety](#)

## Part III: Safety Requirements for WSU Extension Facilities

WSU requires that certain basic safety-related programs and practices are in place. The following describes major components and locations for more detailed information.

### ***Safety Bulletin Board***

A safety bulletin board should be prominently located. Required notices should be posted along with other information that may enhance workplace safety. Employees should check this board regularly for new notices. The following posters and information must be displayed on the safety bulletin board:

- WISHA Poster of Employee Rights and Responsibilities
- Industrial Insurance Poster
- Emergency Telephone Numbers
- OSHA 300 Log Summary of Injuries and Illnesses (Posted for the month of February). Environmental Health and Safety sends the summary to each unit.

Replacement posters can be obtained from Environmental Health and Safety (509-335-3041).

### ***Hazard Notification***

Employees observing a potential safety and health concern are to contact their supervisor and/or Environmental Health and Safety (509-335-3041). A photocopy of the master “Hazard Notification” form in Appendix B can be completed and submitted to the supervisor, unit administrator, or Environmental Health and Safety as appropriate. The appropriate unit(s) will develop and implement corrective action.

### ***Safety and Health Inspections***

WSU is committed to identify and promptly control hazardous conditions and practices that are likely to result in injury or occupational illness to employees. Daily and annual inspections are performed to proactively identify potential hazards.

Once a hazard is identified, control procedures are developed and implemented as described in the Hazard Controls section below. The daily and annual inspections assure a safe and healthy work environment is established and maintained. Guidelines for daily and annual inspections can be found in the [Supervisor’s Safety Manual](#).

### ***Hazard Controls***

Conditions and practices creating an imminent and serious hazard must be immediately controlled and brought to the supervisor’s attention. *Employees will not remain exposed to a serious hazard.* Serious hazards that cannot be corrected immediately are to be brought to the District Director’s attention. The District Director will develop a strategy for corrective action. Contact Environmental Health and Safety (509-335-3041) for classifying hazards and assistance in developing corrective action strategies. Minor safety and health deficiencies identified either during the course of work or through an inspection will be corrected as-soon-as-possible.

Hazardous conditions and practices are to be controlled through the use of engineering controls when technologically and economically feasible. Engineering controls are passive measures designed to prevent contact with a hazard. Examples of engineering controls include installing barriers, enclosing hazards and using local ventilation. When engineering controls are not feasible, timely, or do not completely eliminate the hazard, personal protective equipment must be used. Contact Environmental Health and Safety (509-335-3041) for assistance in evaluating the need for engineering controls.

***Emergency Action Plan***

A current and applicable emergency action plan must be in place within all WSU Extension facilities. If a county government plan is in place, then that should be followed so long as it meets WSU requirements. WSU's requirements for emergency action plans can be found in the Environmental Health and [Safety Supervisor's Safety Manual](#).

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