

ACCIDENT PREVENTION
AND
SAFETY MANUAL



CITY OF KIRKLAND
WASHINGTON



Accident Prevention
and Safety Manual... *continued*

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Introduction

The personal safety and health of every employee is of primary importance to the City of Kirkland. Because the prevention of occupationally-caused injuries and illnesses is of such a high priority, management will make every effort to help provide a safe working environment. This manual has been prepared as a part of our continuing effort to develop and maintain a safe and healthy work environment. Safety promotion starts with awareness and practice of effective safety principles by every employee. It continues through regularly scheduled safety meetings, educational materials, first aid training, compliance with all safety rules and regulations, and other safety-related promotional activities.

The City attempts to maintain a safety program which conforms to the highest municipal practices. To do so, we will need your cooperation in all safety and health matters, both between supervisor and employee, as well as among employees and co-workers. Only through such cooperative efforts can we achieve a safety record which will be a credit to us all.

Kurt Triplett, City Manager



Accident Prevention and Safety Program

POLICY STATEMENT

The City of Kirkland is committed to maintaining a safe, healthful, and accident-free workplace. The City expects an equal commitment from every employee through full and active participation in its accident prevention and safety program.

As a condition of employment, employees must comply with all safety rules; attend safety orientations and training sessions; participate in safety meetings; operate tools, equipment, and vehicles properly; and comply with all vehicular incident, safety hazard, and injury reporting procedures. Most importantly, employees are expected to use good judgment regarding safety.

The City provides safety orientation to newly-hired employees and reassigned employees as appropriate. The City also provides accident prevention and safety training, safety equipment, inspection of worksites, and investigation of accidents. Supervisors and managers are responsible for assuring safe operations in their work groups. Department heads are accountable to the City Manager for the safety performance of their departments. The Human Resources Division coordinates the general direction of safety training and loss control and provides support to departmental safety program activities. In case of job-related injury or illness, the City provides workers' compensation benefits as required by law.

Accident prevention and workplace safety is the responsibility of all employees. Failing to follow established safety procedures may result in disciplinary action up to and including termination.



A Partnership



SERVICE & SAFETY



The Safety Team

Safety: Whose Job is it?

The person most crucial to the success of this program is you. As an *employee*, and a *partner* in the City's Safety Team, it is your responsibility to:

- Study and follow all safety procedures governing your work.
- Use proper safety devices and protective equipment.
- Participate in safety training classes that are applicable to your job.
- Promptly report every injury or occupational illness which occurs on the job, regardless of its severity, to your immediate supervisor.
- Learn emergency procedures and the correct exit route to use during an emergency evacuation.
- Report unsafe conditions or acts.
- Perform equipment checks and report any problems to your supervisor. Only use equipment found in good working order.
- Cooperate with other employees to eliminate accidents.
- Maintain a neat, clean, and hazard-free work area.
- Wear clothing that is not torn or loose while working around machinery.
- Wear seat belts when driving or riding in City vehicles.
- Report to your supervisor your use of any medications or the presence of any physical condition which may affect your safe work performance.

In addition to these requirements, you should:

- Use good sense to protect your health on the job.
- Keep physically fit and report for work alert.
- Protect yourself by practicing correct body position when performing any task.



- Offer suggestions which may contribute to a safer work environment.
- Ask for additional instructions when unfamiliar situations occur.

Supervisors and **Crew Leaders** also play an important role in accident prevention and safety. They set the example for their employees and are directly responsible for working conditions at the job site. **Supervisors** and **Crew Leaders** shall:

- Serve as models for safe behavior.
- Create a work environment which encourages the free discussion and resolution of job-related safety issues.
- Hold regular on-the-job safety meetings with employees to discuss department safety issues.
- Provide thorough safety instruction for each employee before the employee is assigned a task.
- Provide follow-up safety training.
- Maintain safety training records.
- Enforce all rules, including those requiring employees to wear seat belts and other personal protective clothing.
- Review new safety equipment and accessories.
- Ensure that the work site is clean, neat, and hazard-free.
- Inspect regularly for unsafe practices, potentially hazardous conditions, and faulty equipment.
- Check all equipment for proper maintenance.
- Review citywide safety inspection reports on department equipment and facilities.
- Initiate corrective action on reported hazards.
- Develop a checklist of key safety points for every job and for operating every piece of equipment.
- Maintain current certification in first aid and cardiopulmonary resuscitation (CPR).



- Be responsible for and know how to handle employee job-related injuries or illnesses.
- Investigate all accidents promptly and make a complete written report to the Safety/Risk Management Coordinator.
- Include a safety practice review with each employee's annual performance evaluation.

Directors of departments are responsible for establishing department-wide safety standards and practices consistent with City and State standards. **Directors** shall:

- Serve as models for safe behavior.
- Create an environment where the City's accident prevention and safety program will be effective.
- Delegate responsibility for safety-related activities within the department as appropriate.
- Review reports of serious accidents with the supervisor in whose area the incident occurred. Each director will review the reports from their department only.
- Determine and activate the steps necessary to prevent recurrence of accidents.

The City's **Safety/Risk Management Coordinator** has responsibility for the general direction of safety training and other safety program activities. This staff member shall:

- Ensure that the City's accident prevention and safety program safeguards employees, promotes accident prevention in each department, and is consistent with WISHA standards.
- Advise and assist departments in the implementation of safety program activities.
- Provide periodic assessments of departmental safety performance to the city Manager.
- Coordinate citywide safety training activities.
- Address significant, identified safety hazards to employees, City property, or the public by providing notification and consultation to progressive levels of management, up to and including the City Manager.



How Does the Safety Team Function?

Everyone Participates. Get involved! Be on the lookout for and report:

- Broken equipment
- Slippery walking surfaces
- Employees or others using equipment or facilities in ways other than the manner in which they were intended to be used
- Awkward positions or inefficient procedures
- Areas that are too dark or too light for good visibility
- People working in traffic areas where motorists cannot see them
- Missing safety equipment, safety belts, harnesses, hearing protection, hard hats, gloves,, face shields
- Missing hazard or warning signs that tell you about specific hazards
- People not properly dressed or equipped to do the job to which they are assigned
- Signs of stress fatigue, and inattentiveness in yourself and others
- Horseplay
- Loads that are too heavy or have no secure way to hold onto them
- Job tasks that require excess force, repetition, or vibration

Remember that our job is **public service** and watch out for and report:

- Breaks in sidewalks and other trip-and-fall hazards
- Down or obscured traffic regulatory and warning signs
- Deep holes in streets
- Damaged or clogged drainage systems
- Any situation which could create a hazard to the public



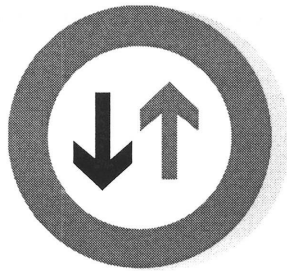
- Inoperative traffic and pedestrian signals
- Traffic accidents and inoperative vehicles blocking traffic

When you see a problem, try to **get it corrected right away.**

- If you can't fix it, report it to someone who can.
- Report it to your supervisor.
- Red tag or otherwise mark it so that no one is harmed.



Basic Safety Program



RULES

and

EXPECTATIONS



New and Transferred Employee Safety Orientation

As a *partner in the City's safety program*, you will be given a description of the City's safety program and policies. These are outlined in the City's *Accident Prevention and Safety Manual*.

As you become oriented to your particular job, and when a transfer to another job assignment makes additional training necessary, your supervisor will inform you of the following topics relating to workplace safety in your department:

- What to do in the event of emergencies:
 - Reporting emergencies
 - Location of exits
 - Evacuation routes
 - Earthquake procedures
 - Other procedures as required
- Location of first aid kits and other safety equipment, safety bulletin boards, and emergency telephone numbers
- Identification of work group members trained in CPR/First Aid
- How to report unsafe conditions or work practices

In addition, you will receive an on-the-job review of safe work practices and potential hazards on the jobsite. Depending on the requirements of your particular job, this may include training in hazardous chemicals, machine safety, fall protection, confined space entry, trenching and shoring, proper lifting techniques, and the care and use of personal protective equipment.

Education and Training

The following basic safety training classes are offered by the City:

- **Chemical Hazard Communication Training**

Required of all City employees immediately upon employment, this class introduces the City's Chemical Hazard Communication program.
- **Flagging and Work Zone Traffic Control Certification**



Required of all City employees who direct traffic revisions, this full-day class is taught by a certified instructor. Recertification is required every three years.

• **Annual Audiogram and Hearing Conservation Training**

Required of employees exposed to specific noise levels.

• **First Aid/CPR**

Required for all supervisory and lead employees and field personnel.

Other classes may be required, depending upon your position.

Bulletin Boards

Bulletin boards are maintained in various locations around the City for the posting of safety information that will assist you in your job. On these boards you will find safety bulletins, newsletters, posters, and other educational material.

Take time to read these important safety messages.

Basic Safety Rules

Accidents do occur. But many can be prevented when we *prepare for every job with safety in mind* and apply a few basic safety rules. The following rules apply to all employees. Failure to wear and maintain personal protection and safety equipment in these situations is grounds for discipline up to and including termination.

1. Personal protection and safety equipment:

- *Hard hats* shall be worn by any employee who is performing construction, repair, or inspection work in or on:
 - Construction sites where cranes, overhead scaffolding or like equipment is in use
 - Trenches, pipes, and other confined spaces
 - When a hazard exists from falling or propelled objects



- *Hearing protection* such as ear plugs and ear protectors shall be worn in all locations with high noise levels and whenever high RPM tools or equipment are being used.
- *Respirators and air filtering devices* shall be worn whenever a job or operation introduces small particulates or chemical pollutants into the air. *Approved safety vests and/or approved uniforms* shall be worn when in or adjacent to vehicular traffic or when working after dark.
- *Gloves* suitable for the job shall be worn when necessary, as when welding.
- *Footwear* shall be worn at all times in the shops and in the field. Shoes and boots must be of leather-upper work type, not athletic shoes. Thongs, sandals, and sport shoes leave feet exposed to potential cuts and crushing. In the office be sure your shoes are comfortable and give your feet adequate support. Poorly fitting shoes and very high heels can cause turned or sprained ankles.
- *Appropriate clothing shall be worn for each job.* Prepare for each job by thinking about how your clothing and jewelry will affect your safety. Bind loose clothing, contain long hair, and remove jewelry before operating winches, drill motors, cutters, or electric saws.
- *Safety guards shall be used on all equipment.* Follow manufacturer's instructions and WISHA regulations for operation.
- **Seatbelts shall be worn in all City vehicles.** Seatbelts shall be worn when operating or riding as a passenger in any City vehicle or when using equipment in vehicular traffic.
- **Avoid horseplay.**
- **Controlled drugs and alcohol shall not be used on the job.** Prescription medications may affect your ability to work safely. Discuss your use of these medications with your supervisor.



Specialized Safety Rules

The following rules apply to all employees in specific areas for specific job assignments.

- **Trenches and other confined spaces**

City of Kirkland employees are not allowed to enter a trench, confined space, or excavation which does not satisfy standards for construction work established by the Department of Labor and Industries. City of Kirkland employees are not permitted to enter such spaces without knowing and following the proper procedures outlined by department policy.

- **Traffic**

Safety vests are mandatory whenever the worksite is in, or adjacent to, traffic. All employees must receive specific training in setting up warning signs, flags, cones, barriers, and lights as prescribed in department procedures before working in traffic areas. Warning devices must be in place when worksites are in, or near, vehicular traffic and work is in progress.

Flaggers must be trained in flagging procedures, possess a current flagging certificate and use MUTCD approved signals when controlling traffic.

- **Grinding tools**

Grinding wheels must be operated within their rated speeds and with appropriate guards, and as otherwise specified by manufacturer's instructions. Use of proper eye protection is required.

- **Cutting and welding**

Only authorized personnel are permitted to perform any cutting and welding. Before cutting and welding, clear the area of any combustible material or flammable liquid. No cutting or welding is allowed on fuel tanks or oil containers. The welding area must be properly shielded to protect other employees from arc flashes. Whenever cutting or welding, you are required to use proper ventilation, prescribed clothing, and eye protection.

Gas welding equipment must be equipped to prevent the backflow of oxygen into the fuel/gas supply. Prescribed pressure settings must be observed and no lubricants are permitted in assembly of gas welding equipment.



- **Compressed air**

Compressed air hoses must be handled with caution to ensure that air is directed away from all workers' eyes or face. Compressed air must not be used for cleaning clothing or other surfaces because of the hazards of blowing particles.

- **Pneumatic or explosive-activated tools**

These tools shall only be used by employees who are properly certified in their use. Pressure must always be shut off and air exhausted from any line before disconnecting the line from any tool or other connection. Leaking or defective hoses must be removed from service immediately.

- **Flammable and combustible liquids**

Only approved containers and portable tanks are permitted for storage and handling of flammable and combustible liquids such as gasoline and paints. These containers must be stored in approved, closed metal cabinets when not in actual use.

Spray painting is permitted only in approved spray booths or in areas specifically approved for such use under the *Uniform Building Code* and *Uniform Fire Code* as enforced by the City. This does not apply to the use of aerosol cans or painting done outside a building, such as on a jobsite.

- **Chemicals**

All chemicals must be properly and safely stored in appropriately composed and adequately sealed containers in safe, secure locations away from such hazards as excess heat, light, or moisture.

When using chemicals, always wear the appropriate personal safety protection such as gloves or respirators. If you are unsure of what equipment is to be used, ask your supervisor and/or check the MSDS (Material Safety Data Sheet) on file in your department.

- **Hazardous waste**

To minimize hazardous waste production, chemical wastes must be properly separated and stored. This includes clear, concise, and legible labeling of all containers.

If a waste product can be identified as a commodity, it can be recycled. Oils, gasoline, antifreeze, and batteries, if pure or undamaged, can all be recycled; but once polluted they become hazardous waste and must be effectively segregated



and contained until properly disposed. Paints, pesticides, carburetor cleaners, and other such materials must be disposed of properly.

Become familiar with the hazardous materials in your work area and how and where to dispose of each. If you have any questions relating to hazardous material or disposal procedures, check the MSDS on file in your department or ask your supervisor.

Expectations

City employees are expected to achieve the following, addition to observing the safety rules listed above:

- **Keep fit.**
Staying healthy and alert increases your ability to ensure a safe and accident-free working environment. Diet and exercise information is available from your health care provider. The City does have a Wellness Program. For more information, contact your department wellness representative.
- **Learn first aid and CPR skills.**
- **Know your building evacuation plan.**
Know your nearest exit and plan for alternate escape routes.
- **Maintain a personal emergency and disaster kit.**
- **Know the location and proper use of fire extinguishers.**
- **Check with your supervisor before starting any new assignment.**
Make sure you understand how to do the job and if any new safety hazards apply.
- **Use good judgment when lifting.**
Keep the weight of lifted objects as close to your body as possible and use your leg muscles to minimize muscle and back strain. If you're not sure of your ability to lift a particular load, get some help and/or use hand trucks or other aids.
- **Make sure the tools you use are in good condition.**
Cutting edges should be sharp, clean, and free of nicks; handles should be secure and complete. Be sure electrical tools are properly grounded.
- **Use the proper tool for the job.**
Use tools only for their intended use.



- **Use a ladder, rather than a chair.**
Chairs make poor platforms for standing. Use a ladder with non-conducting safety feet and no cracks, broken rungs, or other defects.
- **Use caution with file cabinets.**
Keep file drawers closed when not in use. Open file drawers can trip or otherwise injure unsuspecting employees. Open only one drawer at a time to prevent tipping. Never lean against a file cabinet or use it in place of a ladder.
- **Use exhaust fans and vents when operating equipment or using hazardous chemicals.**
Know the location of MSDS (Material Safety Data Sheets) in your area. They contain instructions and precautions for handling emergencies such as fumes, spills, or accidental poisonings.
- **Practice good housekeeping.**
Keep work areas neat, clean, and tidy. Unkempt floor areas not only create fall hazards, but may also hinder people from evacuating a building during an emergency.
- **Make good use of lighting.**
- **Keep flashlights available and in working order for emergency use.**
- **Adjust equipment and chairs to provide maximum support to and minimal strain on muscles, tendons, and bones.**

Safety Committees

Safety Committees are mandated by state regulations and exist at citywide and department levels.

Safety Committees:

- Review accidents and evaluate investigations to determine if causes have been properly identified and corrected.
- Review safety and health inspection reports to ensure that unsafe practices or conditions have been corrected.
- Monitor the City's accident prevention and safety program for high standards of employee protection.



In addition, they may:

- Promote effective departmental safety activity.
- Promote education and safety training for all employees.
- Provide an important communication link between employees and management and between departments on safety issues.
- Provide hands-on, user feedback on personal protective equipment and safety practices.

The *Citywide Safety Committee* is comprised of elected and pointed members. The committee selects its chairperson from among its membership. The committee meets monthly.

Departmental Safety Committees address issues specific to each department. Your department may hold crew, division, or full departmental safety meetings.



Accident Prevention



WORKING SAFELY



Motor Vehicle Safety

Many employees operate City vehicles and all employees become part of City traffic as a driver, passenger, or pedestrian when going to and from work and leisure activities. City of Kirkland employees should remain responsible, courteous, and safe drivers at all times.

An employee who operates a City vehicle or who operates a personal vehicle on City business is required to observe and comply with all portions of the City's Administrative Order regarding vehicle use.

In addition, to help ensure that you avoid vehicle accidents and injuries on and off the job, remember the following basic rules:

- **Maintain appropriate current driver's license.**
- **Drive defensively.**
Look ahead and think ahead. Anticipate situations that may contribute to accidents and take appropriate precautions.
- **Participate in specialized driver's training when necessary.**
Persons operating specialized equipment such as forklifts, tractors, or backhoes must meet their department's requirements for operation of the equipment prior to its use.
- **Wear seatbelts at all times.**
Passengers and drivers are **required** always to wear their seatbelts.
- **Don't drive while under the influence of intoxicants or drugs, or while adversely affected by medical conditions or medications which cause drowsiness, slowed reaction times, vision disturbance, or other symptoms impacting driving performance.**
If assigned to drive, report any such conditions or the use of medications to your supervisor.
- **Operate motor vehicles only when you are well rested and fully alert.**
- **Employees whose positions require them to hold a Commercial Drivers License (CDL) will be subject to substance abuse testing as required by Federal laws.**
If you have any questions about this, contact your supervisor for information and assistance.



- **Comply with the City's policy of no smoking when operating vehicles or motor equipment.**
Handling smoking materials can distract your attention from driving. In addition, the smoke itself can contribute to drowsiness and delayed reaction times.
- **Inspect the vehicle and check its safety equipment (brakes, lights, etc.) before operating.**
Walk around the vehicle to make sure that you will be able to move it without hitting any obstacles that may have been placed there since the vehicle was parked. Check to see that all equipment is properly stored and secured. Check also for any signs of damage that may have been caused by the previous operator. Report damage to your supervisor or the Fleet Manager before you use the vehicle.
- **Use a spotter when backing up.**
You may need to check behind the vehicle physically to see if the area is clear. Ask for help any time your driving vision is obstructed.
- **Be alert to the vehicle emergencies of other drivers.**
Call appropriate authorities for assistance at the first possible opportunity.

Accident/Vehicular Incident Review Policy and Corrective Action Guidelines

The City expects employees who operate a City or personal vehicle on behalf of the City to drive defensively. Defensive driving is driving so as to prevent vehicular incidents – in spite of weather or road hazards, traffic conditions, or another driver's faulty driving or failure to obey traffic regulations.

The City determines if an employee who has experienced a vehicular incident has driven defensively by review through the City's Safety Committee. Vehicular incidents are defined as incidents resulting in property damage and/or bodily injury involving City employees driving a licensed City, rental, or personal vehicle on City business.

Policy

All vehicular incidents occurring while the driver is using a licensed City, rented, or personal vehicle for City business will be reported immediately to the Kirkland Police Department or the local police jurisdiction if the incident occurs outside of Kirkland.

The Safety Committee will determine whether an accident was preventable or non-preventable based on the filed accident report and any other information submitted by the



employee to the Committee. A Preventable Vehicular Incident is defined as an incident in which the Safety Committee determines that the City driver failed to drive defensively. A Non-preventable Vehicular Incident is an incident in which the Safety Committee determines that the City driver drove defensively.

Hazardous Chemicals Communication Program

This program provides City employees with information needed to protect them from health hazards associated with chemicals used on the job.

The City requires:

- Legally mandated proper container labeling and warning signs when and where necessary
- Receipt of Material Safety Data Sheets (MSDS) for all chemicals purchased for City use. Maintenance of MSDS in each work area where the chemicals are used; availability of MSDS to employees for review
- Use of the least hazardous chemical available that provides equal or better performance for equal or less cost
- Use and maintenance of personal protective equipment by each department/employee when and where warranted.
- Legal and environmentally sensitive disposal of chemical wastes
- Chemical Hazard Communication training, specific information and training regarding job-related chemicals, including First Responder training as appropriate, will be provided to employees by each department.

Hearing Protection Plan

The City's Hearing Protection Plan Program is designed to protect employees from the effects of exposure to excessive noise. Training will be provided when the employee is first assigned to a position involving noise exposure that equals or exceeds 85 dBA TWA₈ and annually after that. This training will include:

- 1) The effects of noise on hearing (including both occupational and non-occupational exposures)
- 2) Noise controls used in the workplace
- 3) The purpose of hearing protectors: the advantages, disadvantages, and attenuation of various types



- 4) Instructions about selecting, fitting, using and caring for hearing protection
- 5) The purpose and procedures for program evaluation
- 6) The employees' right to access records kept by the employer.

Bloodborne Pathogens Program

This program provides training in exposure control and the provisions of the Bloodborne Pathogens Standard for all employees who are occupationally exposed to bloodborne pathogens such as hepatitis (HBV) and human immunodeficiency virus (HIV).

The City requires that departments determine which employees have occupational exposure as defined by WAC 296-62-08001 and provide this training where necessary.

If your job requires you to have occupational exposure to bloodborne pathogens, you will receive training in methods of exposure control and the provisions of the Bloodborne Pathogens Standard from your department.

In case of an exposure to blood or blood products, or if you have questions about the program, contact your supervisor for information and assistance.

Alcohol and Substance Abuse

Employees of the City may be subject to disciplinary action or termination for being under the influence of intoxicating beverages and/or any drug during work hours or for the use of alcoholic beverages, narcotics, controlled substances or any other drug when the use thereof interferes with the efficiency or mental or physical fitness of the employee, or which precludes the employee from properly performing his/her functions and duties.

Where to Turn

The City recognizes that personal issues can affect employees and public safety and provides a program of assistance to employees through the Employee Assistance Program (EAP). The EAP is a diagnostic and referral service rather than a long-term counseling program. An EAP counselor can help employees experiencing personal problems such as marital or family difficulties; emotional, legal, financial, or physical problems; or alcohol and drug dependencies, by referring employees with problems to the community resource best able to help.

It is the City's expectation that all employees will use the EAP when needed. To contact your EAP counselor, call 1-800-570-9315.



Reporting of Unsafe Act or Conditions

In an effort to provide a safe workplace for all City employees, the City Safety Committee has designed a method whereby all City employees will have a channel for the reporting of any unsafe act or condition they may observe. Each employee is urged to be aware of any such unsafe acts or conditions and report them immediately using the following procedures:

Upon observing an unsafe act or condition the employee will immediately verbally notify his immediate supervisor, giving full particulars of the incident or condition.

After a reasonable time, if no action is taken by the immediate supervisor to resolve the situation, the employee will fill out and submit a written Report of Unsafe Act or Condition form. A supply of these forms will be available at safety bulletin boards located in each City facility. The employee retains the pink copy of the report and forwards the white and yellow copy to the Safety/Risk Management Analyst.

The Safety/Risk Management Analyst will make contact with the immediate supervisor and department head to ensure that the unsafe situation is properly addressed. The Safety/Risk Management Analyst will pursue the problem with the department involved to a satisfactory conclusion.

The employee who submitted the report of the unsafe act or condition will be notified in writing by the Safety/Risk Management Analyst as to what action has been or will be taken to resolve the situation. If the employee is not satisfied with the solution, he/she may appeal the decision to the City Safety Committee. All such appeals will be submitted in writing to the Safety Committee Chairperson.

See sample form of Report of Unsafe Act or Condition, Page 26.



Report of Unsafe Act or Condition

Date: _____

Reported by: _____

1. Nature and Location: _____

2. Action Taken: (This section to be completed by supervisor or Department Head)

Signature of Supervisor or Department Head

White – Supervisor
Yellow – Safety/Risk Management Analyst
Pink – Originator



Emergency Preparedness Information

Planning for emergencies helps ensure everyone's personal safety and allows us to respond effectively to the needs of citizens when catastrophes occur.

You are responsible for learning and performing your role in your department's emergency plan.

Your supervisor will instruct you in the following subjects:

- How you will be notified that an emergency exists
- What to do when notified of an emergency
- The location of the nearest exit in your work area
- The location of a second (alternative) exit in your work area
- Whom to notify in case of an emergency
- Whom to call to report a hazardous situation

Inspections

Effective inspections find and correct potential hazards before anyone is involved in an accident. Both formal and informal inspections occur on a regular basis.

The Department of Labor and Industries may conduct an official inspection of any or all City worksites at any time.

Formal citywide inspections of departments and worksites are conducted periodically by the City Safety Committee. Standards for these inspections are the same as for an official Washington Industrial Safety and Health Act (WISHA) inspection by the Department of Labor and Industries.

Actual or potential problem areas noted during inspections will be clearly documented, and the inspector must complete a report to the departmental safety file which indicates the date of the inspection, the inspector's name, a list of the problems found, recommendations for corrective action, and a target date for completing corrections.



Whenever an inspector finds a serious problem with a piece of equipment, the faulty piece of equipment should be tagged immediately and/or the work area blocked off until temporary or permanent repairs can be made. A copy of the inspector's report must be posted for review by the employees on the safety bulletin board. Problems must be corrected as quickly as possible.

Informal inspections are daily or routine checks of worksites made by employees and supervisors. These routine checks may focus on whether employees use personal protective equipment and follow appropriate safety procedures at all times or on the condition of the worksite or equipment being used.

Informal safety inspections performed by you every day make you aware of the nature of your surroundings.

Remember! You are the eyes and ears of your department's Safety Team!



Accidents



ACTIONS TO TAKE



If You Are Involved In a Vehicular Accident

- **Call the City of Kirkland Police Department immediately at 911.**
If outside the City, call the agency with jurisdiction and report to the Kirkland Police as soon as possible upon your return.
- **Do not move your vehicle unless it is causing a major traffic obstruction and it is safe for you to do so.**
- **Stay safe inside your vehicle or off the street to prevent further injury or accident.**
Take the same responsibility for keeping others safe as well.
- **Limit statements. Do not discuss the responsibility for the accident with anyone except the police.**
Misstatements can lead to an assumption of liability where none exists.
- **Call your supervisor as soon as possible to report the incident.**
- **The driver of the City vehicle must fill out a Vehicle Damage Report and submit it to his/her supervisor.**
Blank reports are in all vehicles.
- **Complete an Incident Report form.**
You and your supervisor must complete this form and return it to the Safety/Risk Management Analyst. All supervisors have these forms.
- **If there was bodily injury and/or property damage exceeding \$500.00 to a single vehicle, a State of Washington Report of Vehicle Collision must be filled out. This form is available at the Police Department.**

If You Are Injured on the Job

If you are injured on the job, report the accident to your supervisor immediately (or as soon after the accident as you are physically able). Your supervisor will provide you with information necessary to document the accident and receive medical treatment if needed.



If You Observe an Accident

Before you rush in to help, think carefully about what you will do. You want to take action that will help, not make the problem worse or endanger either the victim or you.

Sometimes an accident victim will be in a place where it is difficult or dangerous for you to reach him/her, such as:

- **A trench cave-in.** Be sure you will not cause more dirt and rock to cover the victim or that you will not destroy "landmarks" which will help you to remember where you last saw the buried worker.
- **In contact with live electrical wires.** Touching a person who is in contact with live electrical wires means that you may also suffer shock and burns.
- **An auto accident.** Yanking or dragging a person out of a wrecked vehicle may increase the chances of paralyzing back or neck injuries which could be avoided if special equipment and techniques were used.

Don't move an injured person unless absolutely necessary.

Remember that in the City of Kirkland we have many emergency medical and rescue services that can be at the scene of an accident in minutes. These people are trained to treat injuries.

Your responsibility is to:

- Call for help immediately any time a situation may require expert medical treatment or rescue services. Get help by calling 911. When you call, you should be able to tell the dispatcher your location, how many are injured, and how serious their injuries are.
- Don't make things worse by becoming part of the accident yourself. If you can't enter the site without endangering yourself, wait for help to arrive. Take responsibility for keeping others safely out of the accident site as well.
- Maintain the accident scene exactly as it is and contact the proper authorities and your supervisor as quickly as possible. If this is not practical for safety reasons, secure the scene, disturbing as little of the site as necessary. Then call the authorities.



- If an accident results in a death, the accident site must be kept exactly as it is until the State Department of Labor and Industry investigators have completed their on-site investigation. **Immediately contact the Safety/Risk Management Analyst.** In less serious accidents, the site should be preserved until the supervisor has completed his/her investigation. Even if no one is injured, the accident scene contains valuable information about safety problems that the supervisor will need to evaluate.
- Before leaving an accident site, be sure no one else will have the same accident. Remove the hazard that caused the accident or clearly mark the hazard with flags, cones, or some other markings which will alert others to use caution.
- Prepare for injuries before they happen by:
 - Learning the locations of first aid kits and eyewash stations in your work area. There is a first aid room located in City Hall (across from the mail room – lower level) and at the Maintenance Center.
 - Becoming familiar with the contents of first aid kits
 - Reporting to the Safety/Risk Management Analyst any inadequate first aid kits or insufficient supplies. The Safety/Risk Management Analyst is responsible for checking the contents of all first aid kits in their areas on a frequent and regular basis to ensure proper supplies are available and soiled or used items are replaced.
 - Keeping your first aid and CPR training current. If you have never received first aid and CPR training or your certificate is out of date, talk with your supervisor about enrolling in a City-sponsored course.

Auto and Injury Accident Investigations

If you are involved in or witness an accident, you will be involved in an accident investigation initially conducted by a supervisor or crew leader.

Supervisors need you to report accidents as soon as possible. They will appreciate it if you write down a few notes right after the incident. The more information you can provide, the better chance an investigation has of correcting the problem.



Evacuation Plan for City Hall



1. If you discover a fire:

ACTION: Leave work space; close doors behind you.

2. Turn in fire alarm:

ACTION: Activate the fire alarm system by:

- Pulling the nearest fire alarm station
- Calling 9-9-1-1 if using City phone system
- Alert other occupants when leaving area

3. Evacuate the building immediately:

ACTION: Leave from the exit nearest to you. Report to your assigned meeting area.

4. DO NOT USE ELEVATORS DURING EMERGENCIES!

5. Verify safety of all occupants:

ACTION: Take a visual accounting of all staff assigned to your department or division. Customers shall be escorted from the premises by the staff member with whom they are working at the time of the alarm or emergency.