

# Accident Prevention Plan

*Yakima  
Valley  
College*

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## **ACCIDENT PREVENTION PLAN**

### **The Campus Safety Policy**

Yakima Valley College (YVC) believe in the dignity and importance of each individual employee and their right to a safe and healthful working environment. Employee initiative and diligence in promoting this program will reflect directly upon the conservation of the college's resources. The most effective influence on employees will be the example and guidance of co-workers. In order to promote this belief, the following statements constitute the safety and health policy for YVC.

1. The prevention of accidents and the elimination of safety hazards is the inherent responsibility of every individual employed at this institution.
2. Administrators and supervisors have an added responsibility to insure that safety training and education of personnel is accomplished.
3. Campus organizational units must implement applicable sections of the campus' accident prevention program and the Washington Administrative Code emphasizing the integration of safety measures so that safety and job performance become one.
4. Accident prevention activities will be reinforced by a systematic evaluation of ways to minimize physical hazards within the workplace.

### **Administrative Responsibility**

YVC is responsible for establishing, supervising and enforcing in a manner that is effective in practice:

- A safe and healthful working environment.
- Maintain / provide an accident prevention program
- Provide training programs to improve the skill and competency of all employees in the field of occupational safety and health. Such training will include on-the-job instructions on the safe use of power equipment, machine tool operations, use of toxic materials and operation of utility systems prior to assignments to jobs involving such exposures and such training will be documented.
- Provide for first-aid training and certification for those employees whose job description requires this certification. Those employees trained in first aid will also be required to receive blood borne pathogen training.
- Appoint a YVC Safety Director and Security Supervisor. The Safety Director has the overall responsibility for establishing, implementing and overseeing the campus safety program. However, day to day implementation, oversight and monitoring is the responsibility of each department head or supervisor and individual employee.
- Administrators in each department will ensure that a first aid kit is provided and placed in a location for all employees to access.

## Employee's Responsibility

The term *employee* shall include all full-time, temporary, or non-perm classified, staff, faculty or students employed by the college. It is the responsibility of every employee to:

1. Coordinate and cooperate with other employees in an attempt to eliminate accidents. Failure to observe workplace safety and/or a demonstrated pattern of accidents may result in corrective action and/or progressive discipline where appropriate.
2. Study and observe all safe work practices governing their work.
3. Employees should offer safety suggestions in department safety meetings where such suggestions may contribute to a safer work environment.
4. Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by YVC.
5. Properly care for all personal protective equipment.
6. Make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity.
7. Report hazardous conditions (unsafe equipment, floors, etc.) and unsafe acts to supervisor and the Campus Safety Officer.
8. Observe all hazard warnings as well as no smoking signs.
9. Keep aisles, walkways, and working areas clear of slipping/tripping hazards.
10. Know the location of fire/safety exits and evacuation procedures.
11. Keep all emergency equipment such as a fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
12. No one shall be under the influence of alcoholic beverages or drugs during working hours, when on college business, or on college property.
13. Refrain from fighting, horseplay, or distracting fellow workers.
14. Operate only the equipment for which authorized and properly trained, and observe safe operating procedures for this equipment.
15. Know the location of first-aid kits and spill kits in work areas.
16. Follow proper lifting procedures at all times.
17. Ride as a passenger in a vehicle only if it is equipped with a rider's seat.
18. Be alert to see that all guards and other protective devices are in their proper places prior to

operating equipment.

19. Refrain from wearing frayed, torn, or loose-fitting clothing, jewelry, thongs, tennis shoes, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
20. Actively support and participate in the college's efforts to provide a safety program.
21. In order to insure the safety and health of themselves and other employees, an employee must promptly report work-related injuries, physical conditions, or other limitations that might adversely affect the employee's ability to safely perform work tasks. This also includes reporting to the supervisor, all medications or physical restrictions prescribed to them by their physician that could affect the ability to safely perform work tasks.
22. Employees will not operate **any** equipment that does not meet applicable codes and standards.

## **Campus Safety Committee and Safety Meeting**

### **Safety Committee**

The safety committee consists of representatives from the various departments and divisions on campus who bring their safety concerns from their respective areas. The committee reviews accidents/incidents that may have resulted in injury. The committee may also make recommendations and submit them to the appropriate areas for corrective action. The committee also reviews and makes any suggestions that would enhance the safety of the campus.

### **Safety Meeting**

YVC is committed to listening all employees' voice about safe and healthy at their work practices. YVC is a workplace where employees work in widely separate locations. YVC requires safety meeting at each locations to be hold monthly or quarterly to include many employees and a head of department to ensure that safety issues are discussed, documented and addressed to the administrators; any concerns and issues should be resolved in the follow-up meetings.

### **The purpose**

- Increase safety awareness in the workplace.
- Review any accidents with employees and discuss their future prevention.
- Give all employees a regular opportunity to voice concerns over hazards.
- Affirm the administration's commitment to safety.

YVC employees expose low-risk or high-risk of job related hazardous, so the meeting topics, procedures and frequency will vary between the types of risk at work.

### **Low-Risk Safety Meeting**

#### **Safety Meetings for Low-Risk Jobs**

These meetings are for persons that work in areas with low amounts of hazards. Examples of these include:

- Office personnel
- Clerical
- Administrative persons
- Teaching faculty who do not instruct in scientific laboratories.

Safety Meeting topics for low-risk jobs may include:

- Fire safety in the office
- Good workstation ergonomics
- Proper lifting techniques
- Heat stress in the workplace
- Communicable illnesses – good health and hygiene
- Protecting yourself from viruses
- Basic First Aid

### **High-Risk Safety Meeting**

Safety Meetings for High-Risk Jobs These meetings are for persons whose employment involves any of the following:

- Working and/or teaching in scientific laboratories
- Regular interaction with power machinery or hand tools
- The use of hazardous, radioactive, or flammable materials
- Exposure to radiation

Safety Meeting topics for high-risk jobs may include:

- Hazardous Materials Handling and Storage
- Accident Prevention
- Personal Protective Equipment
- Laboratory Safety
- Hand and Power Tool Safety
- Safety Data Sheets (SDS)
- Review of Safety Procedures Specific to the Department
- Electrical Safety for Industrial Equipment such as heavy equipment operation

All safety meeting minutes are accessible by YVC employees.

## **Reporting, Investigating, and Record Keeping**

### **Accident Reporting Procedures**

All work-related injuries, illness, and/or property damage (regardless of the severity) must be reported by the employee to the supervisor and campus security.

### **Physical Injuries - Employees**

1. Get medical attention, if necessary, and have the assisting physician complete the appropriate forms required for the Department of Labor and Industries.

2. Report accidents to campus security.
3. If appropriate, complete leave request.

### **Physical Injuries - Students, Volunteers, Visitors**

1. Get medical attention, if necessary.
2. Report accidents to campus security.
3. Security supervisor will retain a copy of the accident report as well as with Human Resources.

### **Vehicle Accidents**

In the event a state or college owned vehicle or a private vehicle of a person on state business is involved in a traffic accident, the driver will take care of the accident scene and then promptly notify their immediate supervisor or lead for further instructions. The supervisor/lead will then notify the dean of administrative services. No vehicle shall be moved from the scene until the police arrive, unless a greater hazard would be created by failure to remove said vehicle from the scene. The driver must remain at the scene, may offer aid to the injured, and exchange information.

Accidents involving travel or vehicles should be reported to the proper law enforcement agency and the standard Washington Motor Vehicle Collision Report filed with the appropriate agencies. A State of Washington Vehicle Accident Report must be filed in the administrative services office within two working days.

### **Property Accidents**

Losses or claims involving district property or property of the general public shall be reported to the administrative services office.

### **Reporting Other Limitations**

In order to insure the safety and health of themselves and other employees, an employee must promptly report non work-related injuries, physical conditions, or other limitations that might adversely affect the employee's ability to safely perform work tasks. This also includes reporting to the supervisor, all medications or physical restrictions prescribed to them by their physician that could affect the ability to safely perform work tasks.

### **Industrial Insurance Forms**

Employees are covered by state industrial insurance and must complete a state industrial insurance "Report of Accident" form in addition to YVC's Accident Report Form (YVC B- 19). This state form must be filed with the State Department of Labor and Industries following all accidents requiring treatment by a physician. This form is usually completed by the employee in the doctor's office and forwarded by the attending physician to the appropriate college offices and the State Department of Labor and Industries.

### **Reporting of Fatality or Multiple Hospitalization Incidents**

Within eight (8) hours after the fatality or probable fatality of any employee from a work- related incident or the multiple inpatient hospitalization of two (2) or more employees from a work-related incident, the administrative services office will orally report the incident in person to the nearest office

of the Department of Labor and Industries, or by telephone using the OSHA toll-free central telephone number, 1-800 321-6742. If the campus does not learn of the incident at the time it occurs, the campus will report the incident within eight (8) hours of the report to a representative of the campus. This applies to each fatality or multiple inpatient hospitalization that occurs within 30 days of the incident. Each report must include the following information:

1. Name of campus.
2. Location of the incident.
3. Time of the incident.
4. Number of fatalities or hospitalized employees.
5. Contact person & telephone number.
6. A brief description of the incident.

### **Preserving the Incident Scene**

The first priority in every incident resulting in injury is the safety and health of the injured and all other workers. While assisting the injured, care should be taken to preserve the incident scene intact as much as possible to enable those investigating the incident to accurately determine the causes.

Equipment involved in an incident resulting in the immediate or probable fatality or in-patient hospitalization of two (2) or more employees must not be moved until the L&I representative investigate the incident and release the equipment, except where removal is essential to prevent further incident. Where it's necessary to remove the victim, the equipment may be moved only to the extent of making possible the removal.

### **Reporting Near Misses**

Near misses or close calls often precede incidents of a similar nature. Therefore, near misses or close calls should be reported to the supervisor so corrective steps can be taken to prevent further occurrences.

### **Incident Investigations**

An investigation of the cause of any incident that causes serious injuries, with immediate symptoms, will be conducted as soon as possible after the emergency actions are completed. The investigation will be conducted by the security department. The immediate supervisor of the injured employee, witnesses, employee representative, and any other person with the special expertise required to evaluate the facts relating to the cause of the incident. The findings of the investigation will be reviewed by the safety meeting of each department and kept for further reference. If the employee representative is the business agent of the employee bargaining unit and is unavailable to participate without delaying the investigation, one of the following alternatives should be used:

1. The shop steward or other union representative as appropriate acts as the employee representative.
2. An employee representative member of the safety committee acts as the employee representative.
3. The employees select a person to represent them.

## **Record Keeping and Posting**

YVC maintains a record of occupational injuries and illnesses.

## **Emergency Procedures**

To report a death, life threatening emergency or catastrophe, employees are to dial **911** and describe the location and emergency to the dispatcher, and then notify their supervisor. Immediately afterwards call campus security at 4610 and report incident.

Other emergency procedures for the Grandview campus and Yakima campus are posted in every classroom, staff handbooks and each “safety” bulletin board.

## **Accident Prevention**

### **Administrative Inspections**

The Safety Director and area supervisors will perform safety inspections on a regular basis for the purpose of reducing accidents by locating hazardous conditions and implementing corrective measures. In order to maintain maximum program effectiveness, a periodic review and update of this safety program will be performed to reflect changes in laws, workplace conditions or equipment.

### **Reporting Possible Hazards**

Employees should report to the supervisor possible workplace hazards such as unsafe conditions or unsafe equipment. This assists the safety program in responding to changes in workplace conditions.

### **State Safety Inspections**

In the event of an inspection by Department of Labor and Industries compliance representatives, the Safety Director will accompany them. An effort will be made to immediately correct where possible, any hazards that are identified and assist in answering any questions they might have.

## **Safety Bulletin Boards**

A safety bulletin board must be installed and maintained in every fixed establishment employing eight or more persons, sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics and other safety educational material. It is recommended that safety bulletin boards be painted green and white.

1. Safety bulletin boards will be installed and maintained in the following locations:
  - A. Security.
  - B. Human Resources
  - C. Maintenance.
  - D. Grandview Campus (hallway into main office).
2. A specific safety bulletin board or portion of an existing bulletin board should be designated and that spot reserved EXCLUSIVELY for safety material.
3. The safety officer is responsible for the appropriate and timely maintenance of safety bulletin boards.

4. Posting should be attractively arranged.
5. Posters, safety committee minutes and other information that becomes dated or worn should be changed periodically.
6. The following items shall be posted:
  - A. WISHA Poster, II-416081.
  - B. Industrial Insurance Poster LI-210-191.
  - C. Citation and Notice (as appropriate).

### **The Following is Forbidden**

1. Remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning, furnished for use in any employment or place of employment.
2. Interfere with the use of any method or process adopted for the protection of any employee, including self, in such employment, or place of employment.
3. Failure or neglect to do everything reasonably necessary to protect the life and safety of employees.
4. Smoking in the Workplace - Smoking is not permitted on campus except at designated locations, campus vehicles or in the vicinity of flammable materials, such as solvents, low flash point materials, propane, gasoline, etc.
5. Drugs - No staff member will partake or be under the influence of intoxicating beverages or narcotics (drugs) during working hours. The rule does not apply to persons taking prescription drugs/narcotics as directed by a physician, unless such use shall endanger the employee or others. Employees taking prescribed medications which could impair their judgment or ability to operate equipment should advise their supervisor prior to starting work under the influence of any such medication.

## **Training and Safety Orientations**

### **Introduction**

Training is an ongoing process, beginning with an initial orientation and continuing with regular safety meetings, instruction and review. All are designed to enhance an employee's knowledge, understanding or skill in identifying hazards in their workplace and applying safe work procedures. The goal is a safer workplace for everyone.

### **New Employee Safety Orientation**

Every new employee (including full-time and those transferred from another college) will attend a safety orientation session, including a tour of the facilities, be informed of the locations of the college's policies and procedures manuals, and the safety manuals.

Among other topics the orientation will cover:

1. The YVC safety program.
2. The YVC Violence Prevention program.
3. How to report work-related injuries and illness.
4. How to report unsafe practices and conditions.
5. Location of first-aid facilities.
6. Use and care of personal protective equipment.
7. Actions in the event of emergency.
8. Identification of hazardous materials or situations.
9. Fire related emergency training.
10. On-the-job safety procedures, such as:
  1. General Safety.
  2. Hazardous Chemicals. (Hazardous Communication Plan)
  3. Special Equipment Operating Procedures.
  4. Lifting Procedures.
  5. Forklift Operations.
  6. Vehicle Safety.

### **Safety Training**

All hired YVC employees will be assigned a safety training that is related with their work hazards. Periodic training of employees will be conducted to review existing safety procedures, to examine new requirements, and to improve the safety practices of all employees.

### **Additional Review and Training**

Periodic training of employees will be conducted to review existing safety procedures, to examine new requirements, and to improve the safety practices of all employees.

### **Non-Routine Work Tasks**

If an employee is given a special job that is new or unfamiliar, or differs from routine work assignments, the supervisor is responsible for notifying Safety Director or providing training so the employee is able to:

1. Identify new workplace hazards (including chemicals).
2. Know how to protect themselves.

### **Disposing of Hazardous Materials**

A hazardous material is any substance in any quantity or form that could jeopardize health, safety, or property. Such materials include toxic chemicals, flammable liquids or solids, poisons, corrosives, compressed gases and others. Check with the Safety Director for instructions when disposing of any potentially hazardous material. Proper procedures must be followed. (See employee hazard communication plan for details.)

### **Documentation**

Records of safety and health training sessions and other training will be kept at Director of Organizational Change and accessible on YVC Canvas.

## Tools, Equipment, and Personal Protection

### General Protection

Employees may only utilize machinery, tools, materials or equipment, whether owned by the employee or the college that meet the safety or health requirements of this program or any applicable Washington Administrative Code (WAC).

Selecting the proper tool or piece of equipment for a particular job is an important step in maintaining a safe workplace. Tools or equipment may only be used in accordance with the manufacturers designed or intended purpose.

Appropriate personal protective equipment (PPE) must be used to protect against injuries or damage from various types of hazards. Before each day's use employees must carefully inspect personal protective equipment, clothing, devices, tools and equipment to make sure they are in good condition. Those items found to be defective must be taken out of service. Some specific requirements are listed below.

### Training

Employees must be trained by **supervisor** so that each employee knows what PPE is required for the various work area or tasks which he or she may be assigned. Employees should know:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to put on the equipment correctly.
4. How to adjust and remove equipment.
5. The limitations of the PPE.
6. Proper care, maintenance, life and disposal of the PPE.

### Personal Protective Equipment Specifications

Equipment purchased after July 5, 1994 should meet the most current ANSI standard. Eye protection purchased after this date should meet ANSI Z87.1 - 1989. Head protection should meet ANSI Z89.1 - 1986. Foot protection should meet ANSI Z41 - 1991. The safety equipment vendor should supply written evidence that PPE purchased by YVC meets these ANSI standards.

## COVID-19

COVID-19 is a recognized respiratory hazard in the workplace. YVC continues to assess the worker's exposure risk along with the need for further precautions to prevent exposure to COVID-19.

- YVC employees will need to wear appropriate, fit-tested, and NIOSH-approved respirators:
  - When providing care to or working near someone known or suspected to have COVID-19.
  - When required after COVID-19 hazard assessment.
- YVC employees may use N95 respirators as long as it doesn't create a safety or security issue. For details, please see voluntary use requirements in Respirators, Chapter 296-842, WAC.
- YVC employees who have tested positive or are symptomatic for COVID-19 is required to be out of the workplace for at least five days or YVC employees can wear NIOSH-approved filtering-facepiece respirators voluntarily to be back workplace.
- For healthcare work at YVC, follow CDC recommendations when working near someone with known or suspected COVID-19. See [Standard Precautions in Healthcare Settings](#).
- YVC will continue to provide hand washing facilities and supplies, and supplies for employees regularly clean and sanitize surfaces.
- YVC will continue to educate employees about COVID-19 prevention.
- HR will Keep record work-related COVID-19 cases, hospitalizations, and fatalities.
- YVC will report work-related COVID-19 hospitalizations and fatalities as applicable to DOSH.
- After May 11, 2023, employers are encouraged to continue to communicate and notify employees of COVID-19 exposures in the workplace and to allow employees to wear PPE voluntarily.

## Clothing

Clothing sufficient to protect against the hazards of the operations being performed must be used. Loose shirt sleeves or overall sleeves are not allowed. Sleeves should be buttoned or rolled up. Rings, earrings, wrist watches and other jewelry must not be worn where they create a potential safety hazard.

## Eye and Face Protection

The WISHA standard requires employees to use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Further, each affected employee must use eye protection that provides side protection when there is a hazard from flying objects. YVC will supply appropriate eye and face protection (safety glasses, goggles, face shields, welding face shields, etc.) to affected employees for their personal use. Employees who wear prescription glasses will be provided with safety eye wear that fits over the glasses.

Eye protection must be worn whenever there is a reasonable possibility that an eye injury could occur. Eye wash stations are located in each science lab, the automotive shop, and the nursing lab in Sundquist Hall.

Suitable eye protection may include safety glasses, goggles, face shields or approved dark glasses. The degree of hazard indicates the type of eye protection.

Eye protection is required in operations involving welding, drilling, chipping, hammering, or other hazardous equipment and operations.

### **Foot Protection**

The State of Washington requires employees to wear “substantial” footwear made of leather or other equally firm material whenever there is a danger of injury to the feet through falling or moving objects, or from burning, cutting, penetration, electrical or like hazard.

# Fall Protection

## Fall Protection Introduction

If anyone is exposed to a fall hazard of 10 feet or more in height, the employee must protect themselves by using a proper fall restraint or fall arrest system or positioning device system as described below.

## Fall Protection Work Plan

A fall protection work plan must be filled out for each job site where fall hazards of 10 feet or more exist. Any items that apply should be filled in on the fall protection work plan form.

Employees who have been assigned to work in areas where fall hazards exist must:

1. Be knowledgeable in the fall protection equipment and procedures which apply.
2. Inspect fall protection devices and systems before use.

## Fall Restraint (restrained from falling)

Fall restraint protection consists of any of the following:

1. A standard guardrail.
2. A safety belt and/or harness attached to securely rigged restraint lines.
  - A. Safety belts and/or harness must conform to ANSI standard:
    1. Class I body belt.
    2. Class II chest harness.
    3. Class III full body harness.
    4. Class IV suspension/position belt.
  - B. All safety belt and lanyard hardware assemblies must be capable of withstanding a tensile loading of 4,000 pounds without cracking, breaking, or taking a permanent deformation.
  - C. Rope grab devices are prohibited for fall restraint applications unless they are part of a fall restraint system designed specifically for the purpose by the manufacturer, and used in strict accordance with the manufacturer's recommendations and instructions.
  - D. All components must be compatible.
  - E. Components of fall restraint systems must be inspected prior to each use for mildew, wear, damage, and other deterioration, and defective components should be removed from service if their function or strength have been adversely affected.
  - F. Anchorage points used for fall restraint must be compatible of supporting four times the intended load.

- G. Restraint protection must be rigged to allow the movement of employees only as far as the sides and edges of the walking/working surface.
3. A warning line system together with a safety monitor system to protect workers engaged in duties between the forward edge of the warning line and the unprotected sides and edges, including the leading edge, of a low-pitched roof or walking/working surface.
4. Warning line and safety monitor systems are not allowed on surfaces exceeding a 4 in 12 pitch, and on any surface whose dimensions are less than 45 inches in all directions.

### **Fall Arrest Protection**

Fall arrest protection consists of the following:

#### **A Full Body Harness System**

An approved Class III full body harness must be used.

Systems or components that have been subjected to impact loading must be immediately removed from service and not used again unless inspected and determined by a competent person to be undamaged and suitable for reuse.

All safety lines and lanyards should be protected against being cut or abraded.

The attachment point of the body harness must be located in the center of the wearer's back near shoulder level, or above the wearer's head.

Body harness systems must be rigged to minimize free fall distance with a maximum free fall distance allowed of six feet, and such that the employee will not contact any lower level.

Hardware must be drop forged, pressed or formed steel, or made of materials equivalent in strength.

Hardware must have a corrosion resistant finish, and all surfaces and edges be smooth to prevent damage to the attached body harness or lanyard.

When vertical lifelines (droplines) are used, no more than one employee may be attached to any one lifeline.

Note: the system strength needs in the following items are based on a total combined weight of employee and tools of no more than 310 pounds. If combined weight is more than 310 pounds, appropriate allowances must be made or the system will not be deemed to be in compliance.

Full body harness systems must be secured to anchorages capable of supporting 5,000 pounds per employee except when self-retracting lifelines or other deceleration devices are used which limit free fall to two feet. Anchorages must be capable of withstanding 3,000 pounds.

Vertical lifelines (drop lines) must have maximum tensile strength of 5,000 pounds except that self-retracting lifelines and lanyards which automatically limit free fall distance to two feet or less must

have a minimum tensile strength of 3,000 pounds.

Horizontal lifelines must have a tensile strength capable of supporting a fall impact load of at least 5,000 pounds per employee using the lifeline, applied anywhere along the lifeline.

Lanyards must have a minimum tensile strength of 5,000 pounds.

All components of body harness systems, unless otherwise specified, must be capable of supporting a minimal fall impact load of 5,000 pounds applied at the lanyard point of connection.

Snap hooks may not be connected to loops made in webbing type lanyards. Snap

hooks may not be connected to each other.

Not more than one snap hook may be connected to any one D ring unless they are the double locking type.

Full body harness systems must be inspected prior to each use for mildew, wear damage, and other deterioration and defective components removed from service if their function or strength have been adversely affected.

#### **Safety Nets.**

Safety net systems will not be used by YVC.

#### **Catch Platform.**

If a catch platform is used:

1. A catch platform must be installed within 10 vertical feet of the work area.
2. The catch platforms width must be equal the distance of the fall but must be a minimum of 45 inches wide and must be equipped with standard guardrails on all open sides.

#### **Positioning Device Systems**

Positioning devices must be rigged so that an employee cannot free fall more than two feet.

Positioning devices must have anchorages capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

Connectors must be drop forged, pressed or formed steel, or made of equivalent materials.

Connectors must have corrosion-resistant finish, and all surfaces and edges must be smooth to prevent damage to interfacing parts of the system.

Connecting assemblies must have a minimum tensile strength of 5,000 pounds.

D-rings and snap-hooks must be proof-tested to a minimum tensile load of 3,600 pounds without cracking, breaking or taking permanent deformation.

Snap-hooks must be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap-hook by depression of the snap-hook keeper by the connected member, or must be a locking type snap-hook by the contact of the snap-hook keeper by the connected member. As of January 1, 1998, only locking type snap-hooks must be used.

Unless the snap-hook is a locking type and designed for the following connections, snap-hooks must not be engaged:

1. Directly to webbing, rope or wire rope.
2. To each other.
3. To a D-ring to which another snap-hook or other connector is attached.
4. To a horizontal lifeline; or
5. To any object which is incompatibly shaped or dimensioned in relation to the snap- hook such that unintentional disengagement could occur by the connected object being able to depress the snap-hook keeper and release itself.

Positioning device systems must be inspected prior to each use for wear, damage and other deterioration and defective components must be removed from service.

Body belts, harnesses and components must be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

### **Droplines or Lifelines**

If used in areas where the lifeline may be subjected to cutting or abrasion, it must be a minimum of 7/8 inch wire core manila rope. For all other lifeline applications, a minimum of 3/4 inch manila or equivalent, with a minimum breaking strength of 5,000 pound, should be used.

### **Guarding of Low-Pitched Roof Perimeters**

#### **General Provisions**

During the performance of work on low-pitched roofs with a potential fall hazard greater than 10 feet, all employees engaged in the work must use the proper protection as follows:

1. By the use of a fall restraint or fall arrest systems.
2. By the use of a proper warning line and safety monitoring combination system when they are working between the warning line and the roof edge.
3. Mechanical equipment can only be used and stored in areas where employees are protected by a warning line system, or fall restraint, or fall arrest systems. Mechanical equipment cannot be used or stored where the only protection is provided by a safety monitor.

#### **Exceptions**

Fall restraint or fall arrest systems are not required at points of access such as stairways, ladders, and

ramps, or when employees are on the roof only to inspect, investigate, or estimate roof level conditions.

Employees engaged in roofing on low-pitched roofs less than 50 feet wide, may elect to use a safety monitor system without warning lines.

### **Warning Line Systems**

Warning lines must be erected around all sides of the work area.

1. When mechanical equipment is not being used, the warning line must be erected not less than six feet from the edge of the roof.
2. When mechanical equipment is being used, the warning line must be erected not less than six feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.

The warning line must consist of rope, wire, or chain, and supporting stanchions erected as follows:

1. The rope, wire, or chain must be flagged at not more than six foot intervals with high-visibility material.
2. The rope, wire, or chain must be rigged and supported in such a way that its lowest point (including sag) is no less than 36 inches from the roofs surface and its highest point is no more than 42 inches from the roof surface.
3. After being erected, with the rope, wire, or chain attached, stanchions must be capable of resisting, without topping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the roof surface, perpendicular to the warning line, and in the direction of the roof edge.
4. The rope, wire, or chain must have a minimum tensile strength of 200 pounds, and after being attached to the stanchions, must be capable of supporting, without breaking, the loads applied to the stanchions.
5. The line must be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

Access paths must be erected as follows:

1. Points of access, materials handling areas, and storage areas must be connected to the work area by a clear access path formed by two warning lines.
2. When the path to a point of access is not in use, a rope, wire, chain, equal in strength and height to the warning line, must be placed across the path at the point where the path intersects the warning line erected around the work area.

### **Roof Edge Materials Handling Areas and Materials Storage**

Employees working in a roof edge materials handling or materials storage area located on a low-pitched roof with a ground-to-eave height greater than 10 feet must be protected from falling along all unprotected roof sides and edges of the area.

1. When guardrails are used at hoisting areas, a minimum of four feet of guardrail must be erected on each side of the access point through which materials are hoisted.
2. A chain or gate must be placed across the opening between the guardrail sections when hoisting operations are not taking place.
3. When guardrails are used at bitumen pipe outlets, a minimum of four feet of guardrail must be erected on each side of the pipe.
4. When safety belt/harness systems are used, they must not be attached to the hoist.
5. When fall restraint systems are used, they must be rigged to allow the movement of employees only as far as the roof edge.
6. Materials must not be stored within six feet of the roof edge unless guardrails are erected at the roof edge.

### **Leading Edge Control Zone**

When performing leading edge work, the lead must ensure that a control zone be established according to the following requirements:

1. The control zone must begin a minimum of six feet back from the leading edge to prevent exposure by employees who are not protected by fall restraint or fall arrest systems.
2. The control zone must be separated from other areas of the low-pitched roof or walking/working surface by the erection of a warning line system.
3. The warning line system must consist of wire, rope, or chain supported on stanchions, or a method which provides equivalent protection.
4. The spacing of the stanchions and support of the line must be such that the lowest point of the line (including sag) is not less than 36 inches from the walking/working surface, and its highest point is not more than 42 inches from the walking/working surface.
5. Each line must have a minimum tensile strength of 200 pounds.

## Forklift Operating Procedures (Powered Industrial Trucks)

### Operator Training

Only trained and authorized operators shall be permitted to operate a forklift. Operators will receive periodic training or review in the safe operation of forklifts. See the supervisor for details.

### Forklift Operation Guidelines

1. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
2. No person is permitted to stand or pass under the elevated portion of any forklift, whether loaded or empty.
3. Unauthorized personnel are not permitted to ride on forklifts. An authorized rider may only ride if a safe place to ride is established.
4. It is prohibited to place arms or legs between the uprights of the mast or outside the running lines of the forklift.
5. When leaving a forklift unattended, fully lower load engaging means, neutralize controls, shut off power, and set brakes. Wheels must be blocked if the truck is parked on an incline. *A forklift is considered unattended when: (1) the operator is 25 feet or more away from the vehicle if it remains in view, or (2) the operator leaves the vehicle and it is not in view.*
6. When the operator of a forklift is dismounted and within 25 feet of the truck, still in view, the load engaging means must be fully lowered, controls neutralized, and the brakes set to prevent movement.
7. The forklift must be driven backwards if the load obstructs the drivers view.
8. When approaching a blind corner, an aisle, an area of pedestrian traffic, pedestrians in the area or similar situations, the driver must sound the horn as a courtesy or warning.
9. Respecting the safety of other workers is the constant job and responsibility of the operator. Therefore maintaining a safe speed at all times is an absolute necessity.
10. The forklift must not be driven with the load in a raised position. When approaching or leaving a loading area the load must be kept in the proper traveling position, close to the ground.
11. Pallets placed onto shelving must be firmly supported by the two rails. Shelving members and supports should be check regularly for strength and stability. The load must not exceed the safe maximum storage capacity of the shelving.
12. A safe distance must be maintained from the **edge of ramps** or platforms while on any elevated dock, or platform or freight car. Forklifts may not be used for opening or closing freight car doors unless the forklift is using an approved device specifically designed to open

and close doors.

13. **Brakes must be set and wheel blocks** in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Although it is the responsibility of the driver of the truck, trailer ...etc. to set the brakes and chock (block) the wheels, it is the responsibility of the forklift operator to verify that the vehicle has been properly secured from movement before driving onto the vehicle to load or unload it.

Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars must be checked for breaks and weakness before they are driven onto.

14. There must be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
15. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
16. A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
17. Only approved industrial trucks (forklifts) shall be used in hazardous locations.
18. Whenever a forklift is equipped with vertical only, or vertical and horizontal controls and able to be elevated with the lifting carriage or forks for lifting personnel, the following additional precautions must be taken for the protection of personnel being elevated.
  - A. Use of a safety platform firmly secured to the lifting carriage and/or forks.
  - B. Means shall be provided whereby personnel on the platform can shut off power to the forklift.
  - C. Such protection from falling objects as indicated necessary by the operating conditions must be provided.
19. Using forklifts as **elevated work platforms**. A platform or structure built specifically for hoisting persons may be used providing the following requirements are complied with:
  - A. The structure must be securely attached to the forks and must have standard guardrails and toe boards installed on all sides.
  - B. The hydraulic system must be so designed that the lift mechanism will not drop faster than 135 feet per minute in the event of a failure in any part of the system. Forklifts used for elevating work platforms must be identified that they are so designed.
  - C. A safety strap must be installed or the control lever must be locked to prevent the boom

from tilting.

- D. An operator must attend the lift equipment while workers are on the platform.
  - E. The operator must be in the normal operating position while raising or lowering the platform.
  - F. The vehicle must not travel from point to point while workers are on the platform except that inching or maneuvering at very slow speed is permissible.
  - G. The area between workers on the platform and the mast must be adequately guarded to prevent contact with chains or other shear points.
20. Fire aisles, access to stairways, and fire equipment must be kept clear.

#### **Operation of the Forklift**

1. If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift must be taken out of service until it has been restored to safe operating condition.
2. Fuel tanks may not be filled while the engine is running. Spillage must be avoided.
3. Spillage of oil or fuel must be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
4. No forklift will be operated with a leak in the fuel system until the leak has been corrected.
5. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

#### **Lighting for Operating Areas**

1. Controlled lighting of adequate intensity should be provided in operating areas.
2. Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting must be provided on the truck.

#### **Control of Noxious Gases and Fumes**

1. Concentration levels of carbon monoxide gas created by forklift operations must not exceed the levels specified in WAC 296-62-075.
2. Questions concerning degree of concentration and methods of sampling to ascertain the conditions will be referred to a qualified industrial hygienist.
3. Fixed jacks may be necessary to support a semi-trailer and prevent up-ending during the loading or unloading when the trailer is not coupled to a tractor.

## Hand Protection

The OSHA standard requires employees to use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful radiation or temperature extremes. Hands must be kept out of the immediate cutting area or point of operation of any cutting type of equipment. In addition gloves should be worn to protect the hands from cuts, abrasions or other material handling hazards.

## Head Protection

Persons working around machinery or in locations which present a hair catching or fire hazard must wear caps or other type of head covering which completely covers the hair. Caps with metal buttons or metal visors may not be worn around electrical hazards.

Note 1: The following is the Washington State definition of hair lengths considered hazardous:

1. When the length would exceed the circumference of exposed revolving shafts or tools in fixed machines by 200 percent.
2. When the length would exceed the radius of pressure rolls with exposed in-running nip points.
3. When the employee is exposed to an ignition source and the employee may, with hair aflame, run into an area containing class-1 flammable liquids or combustible atmospheres.
4. When exposures require personal protective devices, such as mask-type respirators or ear-cup-type hearing protection devices, and hair, either facial or head, would interfere with a proper seal.

Note 2: When hair length is judged hazardous from a hair catching standpoint [instances (a) or under interpretations in Note 1] minimal confinement must be within netting which controls all loose ends.

Note 3: If hazardous from fire hazard aspects [instance (c) of Note 1] the hair must be confined within a solid-type material.

## **Hearing Protection**

Hearing protection should be worn whenever an employee is exposed to high or long duration noise levels such as grinders or other abrasive equipment. Sound levels may not exceed 85 dB TWA, without a formal hearing protection program. Soft ear protectors are supplied by each department for lower level noise exposures and employees are required to use them.

## **Illumination of Work**

Whenever natural light is insufficient to illuminate work operations, artificial illumination should be provided to enable the work to be performed safely.

## **Ladders**

Always inspect ladders carefully prior to each use. Never use a ladder which appears to be unsafe. The following is a brief description of some ladders and their uses:

### **Step ladders**

A step ladder provides a reasonably stable base for carrying on work when both hands must be used. It is usually equipped with a pail shelf for tools and materials. The steps of the ladder in most cases are flat and wide enough for comfortable standing. These ladders are self-supporting with wide spread bases.

Step ladders should be used where the space in which the ladder is placed is sufficiently large to permit the proper placement of the ladder.

A step ladder is a temporary elevated base from which to work. It should not be used to move between different levels.

#### **Proper Use:**

The ladder should be placed on a firm, level base. If this requires blocking, then the blocking and the ladder must be firmly tied or anchored.

The ladder should be placed so that the work can be done without leaning or stretching past the side rails.

All step ladders should be opened fully so that the spreaders lock themselves in the open position.

If it is necessary to reach a greater height, use a longer ladder. It is dangerous to use boxes or other items to increase the height of a ladder.

Unless a ladder is equipped with a top platform and guardrails, operations should be conducted from no greater height than two steps from the top of the ladder.

Tools and materials should be removed from the top and pail shelf before the worker descends. Nothing should ever be left on a ladder.

### **Straight, Extension & Fixed Ladders**

Straight ladders are used in places where a step ladder cannot be used due to limited space and heights greater than twenty feet. A straight ladder should not exceed thirty feet in length.

Extension ladders should not be more than sixty feet in total length, with a single section limited to thirty-one feet, and the total length limited to sixty feet.

#### **Proper Use:**

The procedures for the inspection and placement of step ladders apply to straight ladders. There is, however, an additional factor in placing a straight ladder properly. The base of a straight ladder must be placed at a distance from the vertical wall equal to one fourth the working length of the ladder.

Ladders must be long enough to extend at least 3 (three) feet above the top landing.

Straight ladders must always be placed so that the top of the two rails are against a solid support. They should be lashed, preferably at top and bottom, to prevent movement. If it is not possible to lash the ladder in position, a helper should hold the ladder firmly.

When it is necessary to work from a straight ladder, the highest level one may work from is the third rung from the top.

Extension ladders should be raised and lowered with care. The length of an extension ladder determines the number of personnel required for raising and lowering. Generally, it is permissible for one employee to raise or lower extension ladders up to 28 feet in length. Two employees are generally required for ladders 29 feet and up to 40 feet.

When raising a ladder with two people, lay the ladder on the ground with one person standing at the foot. The second person should raise the opposite end and "walk it up" to the vertical position. Then, braced securely by both people, the ladder may be extended and placed in position for use. To lower the ladder, reverse the procedure, raising the top first to clear the hooks.

Keep hands and fingers in the clear at all times to avoid crushing.

### **Using a Ladder**

Always face the ladder while ascending or descending it. Never carry materials or tools while climbing or descending a ladder except in an appropriate tool pouch. Always be certain that shoes are free of mud and grease to prevent falls.

### **Ladder Inspection**

Guidelines for proper inspection and maintenance of ladders are as follows:

#### **Inspecting Step Ladders**

Be sure that hinge spreaders are securely fastened to the ladder and can be opened to the fullest extent without binding.

Inspect steps to be certain that they are tight. A loose step is one that can be moved, even slightly, by hand. See that the ladder doesn't wobble or shake due to damage and side strain. Check safety feet for proper condition.

#### **Inspecting Straight Ladders**

Inspect the rails and rungs to be certain that they are not cracked, split or broken. Repair splintered or splintered areas.

On extension ladders, check the extension locks and pulley. A lock that is defective should be replaced. Check the rung sections exposed to wear by the action of the extension locks. See that the safety feet are in good condition and operating properly.

Determine that the extension locks are securely fastened in position to the side rail. If there is any indication of the side rail splitting at the bolt or rivet holes, remove the ladder from service. Inspect the connecting joints of sectional ladders. The metal plate of the grooved ends of the sections should be rigidly secured in position, and the rivet or bolt should be positioned firmly.

Check the outside rung extensions at the top of each section to determine that there is no deterioration, cracking, or loosening of the rung. All members of each section and its support should be sound and firmly secured.

Before using a ladder, carefully inspect it to determine whether it is in sound condition. If there is any defect no matter how slight, withdraw it from use immediately. Have the ladder inspected by a qualified person, and if it cannot be placed in perfect condition, destroy it. Substandard ladders should never be kept.

All portable ladders should be kept coated with a protective material such as paint, varnish, lacquer, etc. Paint is a satisfactory coating for a new ladder if a careful inspection is made by an experienced person and the ladder is not to be sold. Ladders should not be placed in front of doors opening toward the ladder unless the door is blocked open, locked shut, or guarded by a worker.

Ladders should never be lengthened by splicing additional sections to them. The only ladder that can be spliced is a fixed ladder that is permanently installed to a structure. Unattended ladders should never be left standing. They should be closed and lowered to the ground or floor.

## Lockout/Tagout Procedures

### Purpose

This program explains the policies and procedures to be used by employees who perform maintenance or service on machinery and equipment in order to prevent the accidental release of hazardous energy. This program also lists training requirements for employees and a method that the college will use to ensure that the program and its procedures are being used and are up to date. This program was written because YVC realizes that employees who service or work around machines or equipment that is being serviced can be exposed to hazards which may cause serious injury if energy from power sources and energy stored in the machine or equipment is not placed under control during service.

### Policy and Compliance

It is the policy of YVC that machines or equipment shall be completely isolated from all energy sources and made inoperative during maintenance or service when unexpected energizing, start-up, or release of stored energy could occur and cause injury. This will be accomplished by attaching the appropriate lockout devices and information tags to energy isolating devices and otherwise disabling the machine or equipment by following specific written energy control procedures contained in this program. No employee shall attempt to start or use any machine or equipment which is locked out or tagged out. Any employee who fails to follow this policy will be subject to the disciplinary procedures of the college.

### Electric Cord and Plug Connected Equipment

No lockout or tagout is required for electrical equipment connected by cord and plug when the hazards of unexpected energization or start up is controlled by unplugging the equipment and the authorized employee maintains exclusive control of the lug while performing the service or maintenance.

### Lockout Tools and Materials

The following devices will be made available for use by authorized employees:

1. **Lock:** An individually identified Master lock keyed padlock is provided to each authorized employee. This lock is different in color from other locks used at this workplace and is only to be used for lockout purposes. Each lock is issued with only one key so that the authorized person to whom it is issued except under special conditions explained elsewhere in this program can open it.
2. **Information tag:** A sample of a properly filled out tag is shown in an appendix at the end of this document. Tags must always be used to provide the required information at each lockout or tagout point on the machine or equipment. The tag is designed to withstand any conditions in this workplace that might cause it damage. The tag must be used with a non-reusable self-locking cable tie or equivalent method that will withstand 50 pounds before failing.

### Lockout Procedures

A general lockout procedure is included at the end of this program. It shall be used by authorized employees as a checklist for locking out any machine or equipment that:

1. Has a single energy source that can be easily identified and isolated with a single lockout device that is controlled only by the authorized employee(s). For example, an electrical

lockable disconnect switch adjacent to the machine or equipment represents such a case.

2. Has no stored, leftover, or re-accumulated energy potential (such as flywheels, capacitors, springs, static electricity, or udder dies of press brakes).
3. Does not create hazards for other employees when serviced.
4. Has not had an accident in connection with service or maintenance.

### **Tagout Procedures**

Specific tagout procedures are included at the end of this program for each machine or piece of equipment which has an energy isolating device that cannot be locked out with a lock and information tag because there is no place to attach the lock. The procedure written for all of this type of equipment shall be used by authorized employees as a tagout checklist for the specific device. Each tagout procedure requires an extra step in de-energizing the machine or equipment to compensate for the lack of a lock on the energy source. Extra steps might include removing a component such a wiring connections, blocking a switch, opening an extra switch or removal of a valve handle to reduce the likelihood of accidental activation. These machines or equipment will be provided with lockable energy isolating devices as the future need arises for major repair, replacement, modification, or relocation of the machine or equipment.

### **Employees are cautioned that:**

1. Tags are warning devices and do not provide the physical restraint that is provided by a lock.
2. When a tag is attached to an energy-isolating device, it is not to be removed without permission of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
3. Tags must be legible and understandable by all employees who may come across them in order to be effective.
4. Tags and their means of attachment must be made of materials that will withstand the environmental conditions in which they are used.
5. Tags must be securely attached to energy isolating devices so that they cannot accidentally fall or be pulled off.
6. Tags may evoke a feeling of false security. The authorized employee should periodically check that employees understand that a tag has been placed and that the tag is still properly attached and visible.

### **Group Lockout**

When maintenance or service of a machine or equipment is done by more than one authorized employee, one of the authorized employees will be designated as the project manager. The project manager is responsible to ensure that the energy control procedure is followed and that no employee is exposed to a hazard during and at the conclusion of the project. The following procedure will be initiated to ensure that all employees engaged in the project are protected by al lock under their control. A hasp will be used at each lockout point that will permit each authorized employee to attach his/her lockout device to the energy-isolating device. The project manager is always the last authorized employee to remove his/her lock.

### **Shift Changes**

When the servicing or maintenance of a machine or equipment takes longer than a single shift, the appropriate control measure shall be used:

1. If control does not need to be transferred to a new work crew, then the locks or tags of the authorized employee(s) shall remain on the energy isolating devices to protect against accidental activation of the machine or equipment by other employees while the authorized employees are away.
2. If control must be passed on to a crew on the following shift, then the incoming crew shall review the appropriate lockout/tagout procedure with the outgoing crew and at each point where a lock or tag must be placed, and at each point where a lock or tag must be placed, the outgoing crew will remove their locks/tags and the incoming crew will attach theirs.

### **Removing Locks or Tags when Authorized Employee is Unavailable**

If an authorized employee who applied a lock or tag is not present to remove it, use the following procedure if the lock or tag must be removed:

1. The Director of Facilities and Operations shall ensure that the authorized employee whose lock or tag must be removed is not at the workplace.
2. The Director of Facilities and Operations shall use the spare key located in the locked credenza in the facilities office to remove the lock and/or to remove the information tag.
3. All reasonable efforts shall be made to contact the authorized employee to tell him/her that the lock or tag has been removed.
4. The Director of Facilities and Operations shall ensure that the authorized employee has been informed before resuming work at the workplace.

### **Outside Contractors**

Whenever an outside contractor does work at this workplace which requires the use of a lockout procedure, YVC will exchange information with the contractor about the energy control programs of each organization. The college will also inform its authorized and affected employees about any differences in the procedures of the two organizations that might cause confusion. It is the responsibility of the outside contractor to ensure that its employees comply with the restrictions and prohibitions of the energy control procedures of the college.

### **Training**

The Director of Facilities and Operations will provide training to all employees as outlined below. A training record will be maintained to document that each employee has received the appropriate training and refreshers.

1. Each authorized employee will be trained to recognize the types and magnitudes of energy used at this workplace along with the methods of isolation and control as described in this program, the particular written energy control procedures that the employee will use, and the requirements of WAC 296-24-110.
2. Each affected employee will be instructed in the purpose and use of the energy control procedure.
3. All other employees whose work may take them into an area where lockout is in progress

will be instructed about the procedure and prohibited from attempting to start or operate machines or equipment which is locked or tagged out.

### **Energy Control Procedure Inspections**

YVC will conduct annual inspections of the written energy control procedures to ensure that each procedure is being followed and that each procedure is providing adequate protection for employees. An authorized employee will be designated as inspector for those energy control procedures that (s) he does not use. The inspector will review the procedure with each authorized employee who uses the procedure and also with affected employees if the procedure uses a tagout rather than a lockout. The inspector will identify any deviations or inadequacies of the procedure and the procedure will be modified and/or additional training will be provided as needed. A written record of the inspection will be kept, including the identifying numbers of the machine or equipment on which the procedure was used, the date of inspection, the names of employees included in the inspection, and the inspector's name.

## **Power Equipment**

Always shut off power when finished using a piece of equipment even if you have to leave for a short period of time. Approved eye protection must be used when working with grinders or equipment that might project particles.

### **Bench Grinder**

The tool support must be positioned at or above the center line of the wheel and be kept as close to the wheel as possible without touching but never more than 1/8 inch away. Use the face and not the side of the wheel for grinding. The grinding wheel must be checked for cracks, breaks, or defects and defective wheels reported to the supervisor. Small items should be held with pliers to keep hands away from the wheel.

### **Portable Grinders**

Immediately before mounting, all wheels must be closely inspected and sounded by the user (ring test) to make sure they have not been damaged in transit, storage, or otherwise. Wheels should be tapped gently; if they sound cracked (dead) they must not be used.

*Note: Wheels should be tapped gently with a light non-metallic implement, such as the handle of a screwdriver for light wheels, or a wooden mallet for heavier wheels. This is known as the "ring test."*

### **Drill Press or Lathe**

Always remove the key from the chuck; never allow it to remain in the chuck. Check the speed, drill bit or tool to make sure it matches the size, thickness or type of material being machined. Drill bits and cutting tools must be kept sharp. Too fast a speed may break, overheat or damage the bit or tool. Proper eye protection is required when using this equipment.

### **Power Cutoff Saw**

Approved eye protection and ear protection must be worn when performing operations using the power cutoff saw. Those working in close proximity to the power cutoff saw or grinders should also use personal protective equipment.

The upper hood must completely enclose the upper portion of the blade down to a point that will include the end of the saw arbor. The sides of the lower exposed portion of the blade must be guarded to the full diameter of the blade by a device that will automatically adjust itself to the thickness of the stock and remain in contact with stock being cut to give maximum protection possible for the operation being performed.

### **Circular or Chain Saws**

All hand-held powered circular saws having a blade diameter-greater than 2 inches, without positive accessory holding means must be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. All hand-held gasoline powered chain saws must be equipped with a constant pressure throttle control that will shut off the power to the saw chain when the pressure is released.

### **Band saw**

The guard must be kept in proper condition. All portions of the saw blade must be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and

the table. Band saw wheels must be fully encased. The front and back of the band wheels must remain either enclosed by solid material or by wire mesh or perforated metal. Such mesh or perforated metal must be not less than 0.037 inch (U.S. Gage No. 20), and the openings must be not greater than three-eighths inch.

Solid material used for this purpose will be of an equivalent strength and firmness. The guard for the portion of the blade between the sliding guide and the upper-saw-wheel guard will protect the saw blade at the front and outer side. This portion of the guard must be self-adjusting to raise and lower with the guide. The upper-wheel guard must conform to the travel of the saw on the wheel, and the top member of the guard should have at least a 2-inch clearance outside the saw and be lined with smooth material, preferably metal. Effective brakes should be provided to stop the wheel in case of blade breakage.

The bandsaw must have a tension control device to indicate a proper tension for the standard saws used on the machine, in order to assist in the elimination of saw breakage due to improper tension.

Feed rolls of bandsaws must be protected with a suitable guard to prevent the hands of the operator from coming in contact with the in-running rolls at any point. The edge of the metal guard must come to within three-eighths inch of the plane formed by the inside face of the feed roll in contact with the stock being cut.

## Tools

Employees will use proper tools suitable to the job being done; only safe tools in good repair may be kept or used on the premises or on the job. Employee owned tools used at work must be in good repair and meet all safety requirements.

### Hand Tools

Using the proper tool for the job is essential. The following guidelines apply to all tools, equipment and their operation.

**Cutting tools** must be kept sharp. Exercise caution when using sharp cutting instruments, especially when encountering resistance. Cut, if possible, away from the body.

**Hammers** and other tools having separable handles must have the handle securely fastened to the tool.

**Wrenches** having jaw openings at right angles or less than 180 degrees to the handle must be placed on the nut with the jaw opening in the direction the handle is to move. Use the correct size wrench and test for slippage on the nut before exerting pressure. Don't use a piece of pipe or a "cheater" to extend the handle for leverage; use a larger wrench. Be aware of equipment torque specifications. Wrenches with cracked or spreading jaws must not be used.

**Screw Drivers.** The tips of screw driver blades should be sharpened. They should be properly dressed to fit screw slots. A screwdriver must not be used as a cutting tool.

Tools with **mushroomed heads** must not be used.

**Ram Set Tools.** No employee may operate a ram set tool without a valid operator's license.

### Insulation and Electrical Work

Handles of tools such as pliers, screw drivers and similar tools may be covered with insulation for improvement of grip or to avoid unexpected short circuits, but this covering must not be relied on for insulation or protection against personal injury on voltages above 250 volts.

Screwdrivers having metal shanks extending through the handles must not be used for electrical work.

Metallic tapes or metallic rules must not be used near electrical equipment. Cloth tapes with metal reinforcing will be considered metallic tapes.

### Tool Storage

Tools temporarily stored or laid aside on the job must be placed so as not to create a stumbling, falling or similar hazard. They may not be left on ladders or in traffic areas. Tools with sharp edges must be covered or stored in such a way as to guard against a cutting hazard.

Particular care must be used when working in an elevated position. Tools must not be left unsecured. They must be kept in containers.

### Extension Cords and Trouble Lights

Extension cords used for lighting supply must be of a type that have conductors enclosed in common

rubber sheaths and must be waterproofed for their entire length except at terminals. Ordinary twisted lamp cords and metallic sockets do not meet these requirements. Lamps for trouble lights must be enclosed in guards.

Lamp guards must be gas-proof on trouble lights used in possible explosive atmospheres. Lamp guards must be of non-conducting material on trouble lights used in location with exposed electrical contact points.

### **Electrical Power Cords**

All power cords must be three conductor type with proper ground plug (UL approved) enclosed in common rubber waterproof sheaths.

All power tools must be insulated and properly grounded with three conductor type cords and ground plug.

The plug on power or extension cords must not be tampered with. The ground connection on the power plug must not be cut off or removed at any time.

Extension cords that are frayed, worn or with missing ground prongs must not be used. Extension cords must have sufficient capacity for the portable power electric tool to be used.

### **Portable Electric Tools**

Electric cords supplying portable power tools must be rubber sheathed with adequate terminal connections, and must include a ground wire attached to the tool casing and to an outlet ground or other low resistance ground.

Portable electric power tools must be grounded. If double insulated tools are used, they must be distinctively marked.

The user must thoroughly inspect portable electric power tools and cords before use. Extension cords must not be used in lieu of fixed wiring.

Employees using portable electric power tools should first assure themselves of a firm stance, and secure the piece being worked on in such a way as to prevent unexpected turning or other movement.

Portable electric power tools with frayed or worn cords, missing ground prongs or lose or worn parts may not be used.

### **Accident Prevention Tags**

Do not use any machinery, tool, material, or equipment which is not in safe operating condition.

Unsafe machines, tools, materials or equipment should be identified as unsafe by tagging or locking the controls (if applicable), and notifying the supervisor.

The tag should indicate the name of the person placing the tag, the nature of the problem and the date. When the unsafe condition is corrected the tag and/or lock can be removed and the tool or equipment returned to service.

## **Vehicles (Campus Vehicles)**

### **Introduction**

Campus vehicles must be operated in strict accordance with state and city laws. No work or errand is of sufficient importance to warrant violations of safe driving practices. No employee is permitted to jump from a vehicle, truck bed...etc. to the ground.

Employees driving campus vehicles must take training, is qualified, and have a valid Washington State driver's license in their possession and have permission to drive or operate a campus vehicle. An employee must never drive or operate a campus vehicle while restricted from such duty by order of a doctor.

### **Vehicle Condition**

An employee assigned as driver of a campus vehicle is responsible for all matters pertaining to the safe operation of the vehicle. Defects or repairs must be promptly reported. Vehicle cabs must be kept clean and free of loose tools, etc. The windshield must be kept clean for good visibility.

The driver must make certain that emergency equipment required by state law is on the vehicle and in good condition. Brakes, steering, horn, lights, and controls must be inspected and tested to insure that they are in good repair and safe operating condition before the vehicle is used.

All motor vehicle trucks and trailers must be equipped with standard lights, horn flags, flares, etc., to conform to the State of Washington motor vehicles laws.

Tires worn beyond the point of safety must not be used. Precautions must be taken while inflating tires.

### **Brakes**

Motor vehicle trucks must be equipped with brakes which will safely hold the maximum load on maximum grades. Trailers must be equipped with good, workable air brakes, or other type of brake equipment approved by the state commission on equipment. Air must be cut into the trailer brake system at the time that the trailer is coupled to the truck. Brakes on trucks and trailers must be tested at the start of each day and before equipment descends a steep grade.

### **Vehicle Loads and Loading**

All loads transported on trucks and/or trucks and trailers must be properly secured and distributed, and limited to a safe operating load for driving conditions.

Safe methods of loading and unloading motor vehicle trucks and trailers must be observed at all times. The truck driver is responsible for setting the brakes and chocking the wheels whenever a forklift is driven onto the vehicle for loading and unloading purposes.

Drivers must observe laws and regulations regarding legal width, height, length, and axle loads of the vehicle being operated.

Loads must be properly distributed and not piled too high. Loading must be such that the driver has clear vision to the front, sides and rear. When necessary, they must be blocked, tied, or padded to prevent shifting or damage.

If it is necessary to unload from the street side extra care and precautions should be used. Whenever possible, work should be done from the curb side.

### **Vehicle Operation**

Campus vehicles are a constant statement about YVC and should be driven in a manner so as to create a favorable impression on the public. Show more than ordinary courtesy and consideration for other drivers and pedestrians.

Truck drivers must operate equipment at a safe speed for roadway conditions.

Secure all doors, end gate enclosures, and equipment before driving. Before starting either forward or backward, check that no person or object is in the path of the vehicle.

### **Pedestrians**

Always give the pedestrian the right of way. Do not sound the horn to warn a pedestrian unless it is necessary.

### **Parking**

Trucks parked on an incline must have the steered wheels turned into the curb and must have at least one "driver" wheel chocked on each side, independent of the braking system.

### **Private Property**

Driving on private property such as driveways, parking lots and other standard vehicle areas is permitted. In the case of lawn areas...etc., drive with special care taking into account the weight of the vehicle and damage that might result. Extra courtesy must also be used in these instances.

### **Seat Belts**

When driving or riding in a campus vehicle, seat belts must be worn in accordance with state regulations the seat belt must be adjusted so that it is snug enough to afford the maximum protection without being uncomfortable. Fasten the seat belt before moving the vehicle. Do not attempt to fasten the seat belt while the vehicle is moving.

When maneuvering a vehicle into a position that requires backing into a location at a job site or dock area, the seat belt may be unfastened temporarily while such maneuvering is in progress.

### **Backing the Vehicle**

To prevent accidents during the backing of trucks where vision is obstructed, a signal man will be stationed at a point giving him a clear view of the rear of the truck and the operator of the truck at all times. Truck drivers must sound their horn before starting to back, and must sound the horn intermittently during the entire backing operation.

### **Waste Materials**

Drivers or passengers must not throw objects from the vehicle. All materials being transported must also be secured to prevent material from being blown off the vehicle.

### **Children**

Drivers must drive with extra care when passing school grounds, playgrounds, or when driving in the vicinity of children.

### **Right of Way**

Drivers must drive courteously at all times and should yield the right-of-way to other vehicles or pedestrians whenever there is a question as to who has the right-of-way.

### **U-turns**

Drivers must plan routes to avoid U-turns as far as possible. When such turns cannot be avoided, appropriate signaling requirements must be observed. Drivers must comply with all state and city requirements governing U-turns.

### **Parking**

Drivers must comply with state and city parking regulations except when exemption is granted for work involving construction, operations, entrance or egress. Vehicles parked under special conditions must be protected by specified warning devices.

At any time a campus vehicle is parked, it is the driver's responsibility to make certain that:

1. Wheels are turned into the curb.
2. Vehicle is taken out of gear and put in park position in those vehicles having automatic transmission. Whenever possible, vehicles with standard transmission will be left in gear.
3. Parking brake is set.

### **Stopping For School Buses**

Drivers must comply with Vehicle Code requirements covering stopping for school buses.

### **Stopping At Railroad Grade Crossings**

The Motor Vehicle Code requires stopping at railroad grade crossings when operating a motor truck that has employees as passengers whenever they are outside of the cab.

### **Overtaking and Passing**

Drivers may overtake and pass vehicles only when the roadway is clearly visible and free of traffic for sufficient distance ahead to permit safely overtaking and passing, provided that such passing is not prohibited by highway signs or markings.

### **Speed Laws**

Drivers of vehicles must comply with the following Vehicle Code requirements governing speed regulations:

Basic Speed Law requires a speed that is safe for all conditions including traffic, surface and width of roadway, weather conditions, visibility, etc.

Observe Speed Limits established by Code for certain situations such as blind crossings, business and residential districts, and other special zones established by the posting of speed limit signs as well as Special Speed Restrictions as established to cover various types of vehicles, trailers or combinations.

### **Vehicle Safety Equipment**

Each vehicle must have a first-aid kit and fire extinguisher in the cab. The first-aid kit must be fully stocked and the fire extinguisher fully charged. Extinguishers must be inspected annually or sooner to comply with federal law or other regulation.

Safety equipment, such as cones and warning signs that are assigned to a vehicle will be regarded as standard equipment on that vehicle. The driver of the vehicle will be responsible for their use and availability.