

Walla Walla University

ACCIDENT PREVENTION PROGRAM

Walla Walla University places a high value on the safety of its employees. The ultimate responsibility for risk management rests with the President. The President delegates to each dean, director, chair-person and supervisor the responsibility for safety performance within the respective department. See [President's Letter](#).

The University has developed this program for injury prevention to involve administrators, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

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Administration will do its part by devoting the resources necessary to support the Risk & Safety Management Committee, developing a system for identifying and correcting hazards, planning for foreseeable emergencies and providing initial and ongoing training for employees and supervisors.

Supervisors are responsible for the safety of their employees and as a part of their duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards. Each supervisor must take the initiative to assess for safety needs and train persons under their supervision in safe work practices. In addition, supervisors are expected to promote a safety attitude and awareness that will lead faculty, staff and students working under their supervision to take a safe course when faced with situations which are not covered by established regulations and practices.

Employees are required to comply with all University safety rules and are encouraged to actively participate in identifying ways to make our University a safer place to work.

It is the basic safety policy of the University that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Safety is a team effort – Let us all work together to keep Walla Walla University a safe and healthy workplace.

Safety and Health Responsibilities

Administration's Responsibilities:

1. Insure that a University-wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that **accidents/incidents** are fully investigated using the [**Accident/Incident Investigation Report**](#) and corrective action taken to prevent the root causes, whether conditional or behavioral, from reoccurring.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed [**Hazard Assessment and Reporting Form**](#) or to Risk & Safety Management online at [**Report Unsafe Practices or Conditions**](#).

Risk & Safety Management Committee:

The Risk & Safety Management Committee identifies safety problems, develops solutions, reviews accident/incident reports, evaluates the effectiveness of our safety program, and makes recommendations to administration. The committee membership consists of the Vice President for Financial Administration (Chair), the Director of Risk & Safety Management (Secretary), the Vice President for Academic Administration, the Vice President for Student Life, the Director of Campus Security, the Director of Human Resources, and the Director of Facility Services. Committee minutes are on file in the office of Risk & Safety Management. Risk & Safety Committees are also held quarterly for the Billings MSW Program, the Missoula MSW Program, the Portland School of Nursing, and the Rosario Beach Marine Laboratory.

Supervisor Responsibilities:

1. Insure that each employee you supervise has received an initial orientation *before* beginning work. See [**Environmental Health & Safety**](#) resources.
2. Document that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project. [**Training Documentation Form**](#)
3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Retain documentation of employee training for duration of employment, plus six years. [**Training Documentation Form Employee Training Record**](#)
5. Do a walk-around safety-check of the work area. Promptly correct any hazards you find.
6. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. [**Training Documentation Form Employee Training Record**](#)
7. Set a good example for employees by following safety rules and attending required training.
8. Talk to management about changes to work practices or equipment that will improve employee safety.
9. Promptly [**report all accidents/incidents**](#), including near-misses (see below).

Employee Responsibilities:

1. Follow safety rules described in this program, WISHA safety standards and training you receive.
2. Always use personal protective equipment (PPE) in good working condition where it is required.
3. Do not remove or disable any safety device or safeguard provided for employee protection.
4. Encourage co-workers by your words and example to use safe work practices on the job.
5. Make suggestions to your supervisor, Risk & Safety Management Committee members, or management about changes you believe will improve employee safety.
6. Promptly [**report all accidents/incidents**](#), including near-misses (see below).

Accident Reporting Record Keeping and Review

The Supervisor will:

1. Notify Human Resources *the day an injury occurs*. Confirm that the employee has completed and forwarded to Human Resources the [**Work-Related Accident/Incident Report**](#) *within 24 hours*.
2. Complete an [**Accident/Incident Investigation Report**](#) for all accident/incidents under your supervision, and forward report to Human Resources *within 72 hours* (see below).
3. Report the death or probable death of any employee, or the in-patient hospitalization of two (2) or more employees within eight (8) hours to [**Human Resources**](#) during regular business hours, or to [**Campus Security**](#) after hours, weekends or holidays.

The Employee will:

1. Report promptly all injuries on a [**Work-Related Accident/Incident Report**](#), and to your supervisor, regardless of how serious or minor.
2. Report promptly all near-miss *incidents* on a [**Work-Related Accident/Incident Report**](#).
3. Report promptly unsafe conditions or actions to your supervisor or Risk & Safety Management, by phone or by using [**Report of a Workplace Hazard**](#) to report online.

Human Resources will:

1. **During business hours**, report the death, probable death, or the in-patient hospitalization of two (2) or more **Washington** employees within eight (8) hours to the Department of Labor and Industries, Kennewick, Washington, 1-509-735-0100. If this office is closed, they will report to 1-800-423-7233. For **Oregon** employees, they will report to OR-OSHA in the event of a death to 1-503-378-3272, or in the event of hospitalization to 1-503-229-5910. For **Montana** employees, they will report to OSHA at 1-800-321-6742. If any of the above offices cannot be reached, they will report directly to 1-800-321-6742 (OSHA). **During weekends, evenings or holidays, Campus Security** will call in the report. **Note:** Human Resources/Campus Security must talk with a representative of the department and provide the following information. Fax and answering machine notifications are not acceptable.

- Name of the work place
- Location of the incident
- Time and date of the incident
- Number of fatalities or in-patient hospitalized employees
- Names of injured employees
- Contact person and phone number
- Brief description of the incident

2. Determine from the **Work-Related Accident/Incident Report**, the **Accident/Incident Investigation Report**, and any L& I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
3. Enter a recordable incident within six (6) days after the company becomes aware of it.
4. If the injury is not recorded on the OSHA log, add it to a separate incident report log which is used to record non-OSHA recordable injuries and near-misses.
5. Provide a quarterly report of injuries and investigations to the Risk and Safety Management Committee for review, along with an updated OSHA and incident report log.

The Risk & Safety Management Committee will review the log for trends and may decide to conduct a separate investigation of any incident. Human Resources will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30, and save the OSHA 300 Log, the privacy case list (if one exists), the annual summary and the OSHA 301 Incident Report forms for five years following the end of the calendar year that these records cover.

Accident/Incident Investigation
Accident/Incident Investigation Procedure

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, the Director of Risk & Safety Management, and any other persons whose expertise would help the investigation. The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document, as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written [**Accident/Incident Investigation Report**](#) of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the Risk & Safety Management Committee at its next regularly scheduled meeting. When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will explain the factors contributing to the injury and recommend any corrective action

on the [**Accident/Incident Investigation Report**](#) within 72 hours to accompany the Work-Related Accident/Incident Report form and forward them to Human Resources.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The [**Accident/Incident Investigation Report**](#) form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to Human Resources to record on the incident log.

Safety Inspection Procedures:

Walla Walla University is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management will regularly check the workplace for hazards, and complete an annual Risk & Safety Management Departmental Self-Inspection Report.

Periodic Change Survey:

A supervisor or team from the department will look at any changes made to identify safety issues. Changes include new equipment, changes to production processes or a changes to the building structure. The supervisor or team will examine the changed conditions and make recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Annual Site Survey:

Annually an inspection team made up of selected members of the Risk & Safety Management Committee and Adventist Risk Management Loss Control representatives will conduct an inspection of the main campus, and others as time allows. A written report will include any safety hazards or potential hazards they find. A copy of the report will be reviewed by the committee and department chairs. The Report will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, and as part of the annual review of the effectiveness of our accident prevention program.

Hazard Prevention and Control

Eliminating Workplace Hazards:

Walla Walla University is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Job Hazard Analysis:

As a part of our on-going safety program, we will use a “[**Job Hazard Analysis**](#)” form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. An annual review of departmental training needs will be reported to the Risk & Safety Management Committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done, or if there is a serious injury while doing the task.

Safety and Health Training and Education

Safety Training:

Training is an essential part of our plan to provide a safe work place at Walla Walla University. See [Environmental Health & Safety](#) resources. The supervisor is responsible to verify that each employee has received an initial departmental orientation and any training needed to do the job safely and that the employee file documents the training. [Training Documentation Form](#) [Employee Training Record](#) Risk & Safety Management will assist the supervisor with resources for training and conduct a general University New Employee Safety Orientation.

Job Related Safety Rules:

Supervisors will establish safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed.

Basic Safety Rules:

Basic safety rules, not limited to but including the following, have been established to help make our University a safe and efficient place to work. These rules are in addition to specific departmental safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these rules will result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or Risk & Safety Management Committee representative. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment (PPE) whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto University property.
8. Smoking is not permitted.
9. Horseplay, running and fighting are prohibited.
10. Clean up spills immediately.
11. Replace all tools and supplies after use.
12. Do not allow trash or scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Disciplinary Policy:

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior: First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance -- 1 day suspension, written reprimand, and instruction on proper actions

Third Instance -- 1 week suspension, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment. An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

Emergency Planning

What will we do in an emergency?

Please reference Web link to Emergency Management Plan & [Flip Chart](#).

If An Injury Occurs:

If you are injured, promptly report it to any supervisor. First aid kits are located in departments. Campus Health and Wellness provides first aid and referral for additional assessment or treatment. In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

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