

INTRODUCTION

Your Safety Manual

On average, two people die per week in job-related incidents in Washington State. Each year, more than 250,000 worker compensation claims are accepted for work-related injuries and illnesses. Medical care and wage replacement for these injured workers costs more than a billion dollars annually. The indirect costs of workplace injuries are also significant in terms of loss of quality of life, personal finances, higher operating costs and decreased profitability.

Employers and employees can work together to identify and control job hazards to save lives while improving business and productivity.

Safety Matters gives you peace of mind. We provide safety leadership and training that empowers your business with a road map to DOSH compliance for your industry. We help you implement a company-wide safety program and provide continuing on-site consulting designed to educate your employees. Our expert team assists in creating a foundation for your staff to build upon. A strong safety program increases company profitability.

This manual is your guide to safety. Each section contains the documentation for compliance, continuing education and training materials. Our goal is to empower your company's safety program to work independently of Safety Matters services over time, protecting your bottom line.

How Each Section is Organized

1. Title

Each section's title is a bright green color, located on the right corner of the first page, for easy access. (See example below)

HAZARD COMMUNICATION

2. Regulation Number

Each section will have a regulation number for your reference. The regulation number will either be a Washington State Administrative Code:

WAC 296-800-13005

Or a Code for Federal Regulations:

29 CFR 1910.200

3. Regulation Compliance

Facts on how to comply with each regulation will be detailed in each section. The information is user friendly and easy to understand.

4. On-going Training Materials

In order to incorporate our trainings into a new employee orientation or annual on-going trainings for your company, handouts have been included.

DOSH (Division of Occupational Health and Safety)

In 1973, the legislature passed the Washington Industrial Safety and Health Act or WISHA (Revised Code of Washington (chapter 49.17 RCW). In 2006, the Washington State Department of Labor & Industries changed the name from WISHA to Division of Occupational Health and Safety (DOSH).

DOSH requires employers to provide safe and healthy workplaces for all employees. It gives L&I the responsibility to establish and enforce workplace safety and health rules. These rules are the Washington Administrative Code (WAC).

DOSH covers nearly all employers and employees in Washington, including employees who work for the state, counties, and cities. L&I inspectors enforce DOSH rules by inspecting workplaces without advance notice. These can include investigations of work-related deaths, injuries, and employees' complaints. When DOSH inspectors find a violation in the workplace, they issue a citation to the employer and possibly an additional penalty. If you have questions about whether you are covered by DOSH, call 1-800-4BE SAFE.

OSHA (Occupational Safety and Health Administration)

The U.S. Congress created the Occupational Safety and Health Administration (OSHA) in 1971 to develop and enforce workplace safety and health rules throughout the country. States may choose to run their own safety and health programs as long as they are at least as effective as OSHA. Washington State has chosen to run its own program, DOSH. Employers in the state, therefore, are subject to enforcement by the Washington State Regulations.

DOSH must meet the requirements of OSHA. Often the state regulations are more stringent than the federal regulations.

IN CASE OF EMERGENCY

911

Immediate arrival of emergency personnel increases the victim's chances of surviving a life-threatening emergency.

It is very important that all employees know the local emergency number. It may be 9-1-1, "0" for operator, a local seven-digit number, or a special response number where you work.



Post the emergency number by the phone at work and on the job site board using the "Notice to Employees" poster included at the end of this section.

Contents

- ❑ Employee Duties during Emergency
- ❑ Emergency Evacuation Map (if available)
- ❑ Appendix
 - "Notice to Employees" poster in English
 - "Notice to Employees" poster in Spanish

Employee Duties during Emergency

The first employee to encounter an developing fire, chemical spill, medical emergency or other hazardous condition must report it in person or by radio to the nearest supervisor. This supervisor is responsible for contacting outside emergency services as soon as necessary or possible. When immediate evacuation is necessary, any employee can activate the general alarm.

The preferred general alarm at this facility is:

- ❑ Audible Alarm System
- ❑ Loudspeaker Announcement
- ❑ Radio/Telephone
- ❑ Other _____



Company employees are not trained to perform rescue duties, and must remain away from the emergency site once they have evacuated. Employees trained in First Aid or CPR can provide care on a good-Samaritan basis, using Universal Precautions and remaining within their scope of training.