

**CITY OF CHEWELAH**  
**ACCIDENT PREVENTION PLAN**

WAC 296-24-040

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## **SAFETY & HEALTH POLICY**

The City Of Chewelah places a high value on the safety of its employees.

The City Of Chewelah is committed to providing a safe workplace for all employees and has developed this ACCIDENT PREVENTION PLAN, (APP), as a systematic way of involving management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of the City that no task is so important that an employee must violate a safety rule or put himself or herself at risk of injury or illness in order to get it done.

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

Supervisors are responsible for the safety of their employees and as a part of their daily duties must monitor the workplace for unsafe conditions, employees for unsafe actions and take prompt action to eliminate any hazards.

Management will insure the implementation of this program by devoting the resources necessary to form a safety committee composed of management and elected employees, develop procedures for identifying and correcting hazards and planning for foreseeable emergencies. The City will provide initial and ongoing training for employees and supervisors, and implement a disciplinary policy to insure that City safety policies are followed.

Safety is a team effort - Let's all work together to keep this a safe and healthy workplace.

## SAFETY STANDARDS

### Washington Industrial Safety and Health Act of 1973

#### A. Overview:

Industrial injury accidents create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the City suffers from the loss of the injured person's contributions. This document is designed to assist all personnel in assuring that such an undesirable situation will not develop. It provides information and guidance for the establishment and maintenance of an injury and illness free work environment.

#### B. Procedures:

All City employees shall be required to understand the Washington State Safety Standards which describes the safety rules pertaining to his/her particular job. Supervisors are expected to integrate the procedures into the appropriate work and activity and employees are expected to apply them on the job. These Safety Standards include but are not limited to:

1. General Safety and Health Standards.  
Chapter 296-24 W.A.C.
2. General Occupational Health Standards.  
Chapter 296-62 W.A.C.
3. Safety Standards for Construction Workers.  
Chapter 296-155 W.A.C.
4. Safety Standards for Electrical Workers.  
Chapter 296-45 W.A.C.
5. Safety Standards for Fire Fighters.  
Chapter 296-305 W.A.C.

All City employees will follow the safety rules pertaining to his/her job.

The City shall provide reviews of these Safety Standards during monthly Safety Meetings.

#### C. Regulation:

A copy of the appropriate Safety Standards shall be maintained by each Department Head.

## RESPONSIBILITIES

WAC 296-24-020

Responsibilities for safety and health include the establishment and maintenance of an effective communication system between workers, department heads and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver.

Specific safety and health responsibilities for City personnel are as follows:

A. Management Officials:

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity.

B. Supervisor/Department Heads:

Safety and health of the employees they supervise is a primary responsibility of the Department Heads. To accomplish this obligation, Department Heads will:

1. Assure that all safety and health rules, regulations, policies and procedures are understood by conducting pre-job safety orientations with all workers and reviewing rules as the job or conditions change or when individual workers show a specific need.
2. Ensure that each employee has been issued and trained in the use of required personal protective equipment (PPE) before starting work on a project requiring PPE.
3. Conduct foreman/crew meetings the first five minutes of each work shift to discuss safety matters and work plans for the work day.
4. Identify and eliminate job hazards expeditiously through job safety analysis procedures.
5. Receive and take initial action on employee suggestions.
6. Train employees (new, experienced and part-time) in the safe and efficient methods of accomplishing each job or task as necessary.
7. Review accident trends and establish prevention measures.
8. Attend safety meetings and actively participate in the proceedings.
9. Participate in investigations and inspections concerning his/her department.
10. Promote employee participation in the safety and health program.

11. Set a good example for employees by following established safety rules and attending required training.
12. Periodically observe work performance of employees supervised for compliance with safety rules contained in or referenced by this program.

C. Employees:

The most important part of this program is the individual employee. Without your cooperation, the most stringent program can be ineffective. Protect yourself and your fellow worker by following these guidelines.

1. Follow established safety rules contained in this program, safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor as soon as you become aware of them.
3. Report all injuries to your supervisor promptly regardless of the severity of injury.
4. Report all near-miss accidents to your supervisor promptly.
5. Always use personal protective equipment when working conditions require it.
6. Do not remove or defeat any safety device or safeguard provided for employees protection.
7. Encourage co-workers by your words and behavior to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative, or management about changes to work practices or equipment that you believe will improve employee safety.

## **SAFETY BULLETIN BOARD**

WAC 296-24-055

The required safety bulletin board will be located in the Municipal Building, Room 107. Additional bulletin boards shall be located as follows: Utility Building southeast room, Fire Hall, Police Station, and the City Shop entrance hall. The City will post notices required by law and other information that may help to make this a safe workplace. Employees and supervisors should check this board regularly for new notices. If you want to put a notice on this board, provide a copy to your supervisor or safety committee representative for approval. Required posters will be displayed on the board located at the Municipal Building.

WISHA Poster of Employee Rights and Employer Responsibilities F416-081-00.

Industrial Insurance Poster P242-191-000.

Emergency Telephone numbers.

OSHA 200 Log Summary of Injuries and Illnesses (Each February).

We will also post on this board any Citation and Notice document we receive from the Department of Labor and Industries if we are inspected.

## **HAZARD REPORTING**

WAC 296-24-040(1)(a)(ii)

Any employee who observes a safety hazard must immediately report the hazard to the supervisor of the area where the hazard was observed, or his or her own supervisor. A "Record of Hazard Observed" form is provided to document that the hazard was reported. The supervisor or person who takes final action on the hazard must indicate on the form what action was taken to eliminate or control the hazard. A copy is to be given to the employee who filed the report. The original is to be forwarded to the Safety Chairman to be reviewed at the next scheduled Safety Meeting.

**SAFETY HEALTH COMMITTEE**  
WAC 296-24-045

The City shall establish a Safety Committee made up of employer selected and employee elected members.

The terms of employee-elected members shall be a maximum of one year. Should a vacancy occur on the committee, a new member shall be elected prior to the next scheduled meeting.

The number of employer-selected members shall not exceed the number of employee-elected members.

The safety committee shall elect a chairperson and be responsible for determining the frequency of committee meetings. Safety committee meetings shall address the following:

1. A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
2. An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected. Review OSHA 200 summary annually before the required posting date of February 1.
3. A yearly evaluation of the accident prevention program with a discussion of recommendations for improvement where indicated for the different departments.
4. The attendance shall be documented.
5. Review "Record of Hazard Observed" forms reported.
6. The subject(s) discussed shall be documented.
7. Review minutes from various Department Safety Meetings.

## **SAFETY MEETINGS**

WAC 296-24-045(6)

For an Accident Prevention Program to be effective in practice, it can't just be a set of rules and procedures imposed on employees by management. Employees must be part of the process in creating those rules and procedures. Communication between management and employees is the key to establishing a program that will eliminate hazards and promote a team safety concept. Each branch of the City will set up its own Safety Meeting Program. All programs will meet W.A.C Standards which apply to that particular branch of the City.

### **UTILITY DEPARTMENTS:**

#### **A. Purpose:**

To assist in the detection and elimination of unsafe conditions and work procedures.

#### **B. Procedure:**

The following guidelines will be followed:

##### **1. Daily meetings:**

These meetings should be held in accordance with the various circumstances involved or when necessity dictates. No set pattern will suit all cases. It is important, however, that the lead persons talk daily on accident prevention and immediately on witnessing an unsafe act.

##### **2. Monthly:**

- a. Safety meetings shall be held at least once a month.
- b. The attendance and subjects discussed shall be documented and maintained on file for one year.
- c. Copies of the minutes shall be made available to the employees by posting or other means.
- d. Minutes will be reviewed by the City Safety Committee.

#### **C. Scope of Activities:**

1. Review the results of in-house and job site safety inspections.

2. Review any accidents that happened during the previous month to determine if they were caused by unsafe actions or conditions.
3. Review the results of any WISHA inspections.
4. Discuss any safety issues of concern to employees or management.
5. Provide training on relevant topics to increase the crew's safety consciousness, this will include review of appropriate W.A.C. Standards.
6. Annual review of City Accident Prevention Plan.

#### MUNICIPAL BUILDING (Office Personnel)

##### A. Purpose:

Employees play a important role in keeping the office place safe. To reduce accidents it is important that office personnel establish a line of communication regarding safety and eliminate hazardous situations as they appear.

##### B. Procedure:

1. Meetings will be held quarterly.
2. The attendance and subjects discussed shall be documented and maintained on file for one year.
3. Copies of the minutes shall be made available to the employees by posting or other means.

##### C. Scope of Activities:

1. Conduct in-house safety inspections.
2. Discuss any safety issues of concern to employees or management.
3. Set up an Ergonomic Program. Key elements will be management commitment, worker involvement, worksite analysis, medical management, training, education, and ongoing evaluation.

4. Annual review of City Accident Prevention Plan.
5. Annual review of operation procedures such as: Paging, Fire Alarm, Sensaphone Alert Conditions, Radio Communication etc.

#### FIRE DEPARTMENT:

Shall comply with WAC 296-305, Safety Standards For Fire Fighters.

#### LIBRARY:

Library personnel shall work under the City Accident Prevention Guidelines and have access to Safety Committee Minutes, and City Bulletin Board.

### ACCIDENT REPORTS AND INVESTIGATION

WAC 296-24-020(2)(3)(4)(5)

#### A. Reports:

Employees are required to report any injury to their immediate supervisor regardless of severity. An "Employee's Report of an Accident" form is to be filled out by each employee reporting an injury. The supervisor will investigate the accident using procedures in the section "Accident Investigation" and complete a "Supervisor's Report of an Accident". These reports will be forwarded to the City Administrator who will determine from these reports and any L & I claim form associated with the incident whether it should be recorded on the OSHA 200 log of injury and illness according to the instructions for that document.

A signed copy of the OSHA 200 log summary for the previous year will be posted on the safety bulletin boards on February 1 for one month each year. Any employee can view the current OSHA 200 log upon request at any time during the year.

#### B. Investigation:

Whenever there is an accident that results in 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, an employee representative of the safety committee, and any other persons whose expertise would aid the investigation.

The investigation team will take written statements from witnesses, photograph the accident scene and equipment involved, note the conditions of equipment and the work area that may have had a bearing on the accident as soon as possible after the accident. The team will make a written report of its findings, including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent the accident from recurring. The report will be

reviewed by the safety committee at its next regularly scheduled meeting.

In the event of a fatality, probable fatality, or when two or more employees are admitted to a hospital as a result of an accident, the City will contact the Department of Labor and Industries within 8 hours after becoming aware of the accident. During weekends and evenings, the toll-free notification number is 1-800-321-6742. The notification must be a verbal conversation with a representative of the department.

C. Near Miss:

Whenever there is a incident that did not, but could have resulted in serious injury to an employee (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 "Supervisor's Report of an Accident" form will be used to report the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred.

## **SAFETY INSPECTION PROCEDURE**

WAC 296-155-110(9)

The City of Chewelah is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees and will take prompt action to eliminate those hazardous conditions.

### **A. Annual Site Survey:**

Once a year an inspection team consisting of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will note any safety hazards or potential hazards during their walk through. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, and used as part of the annual review to determine the effectiveness of our Accident Prevention Plan.

### **B. Monthly Safety Inspection:**

Each month, before the regularly scheduled safety meeting, Department Heads and their employees will inspect their area for hazards and good housekeeping. Department Heads will also interview their employees regarding safety concerns, so that concerns can be brought up at the safety meeting.

### **C. Job Hazard Analysis:**

When tasks or workstations are identified as particularly or potentially hazardous as a result of a review of injury records, a note on the annual site survey, or a reasonable concern expressed by the worker, supervisor, or a safety committee representative, then a hazard analysis will be scheduled as soon as possible, to be conducted by appointed safety committee personnel, the Department Head, and affected employees. The job will be modified as needed to eliminate or control the hazard. Employees will be trained in the revised operation. The results will be reported to the safety committee (See Personal Protective Equipment/Job Hazard Analysis for more details).

### **D. Eliminating Workplace Hazards:**

The City will meet the requirements of state safety standards where they have specific rules about a hazard or potential hazard in our workplace. Whenever possible we will modify or design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will institute work practice controls that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or not fully effective the City will require the use of personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

## PERSONAL PROTECTIVE EQUIPMENT / JOB HAZARD ANALYSIS

WAC 296-24-075

Protective equipment, including personal protective equipment (PPE) for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided by the City to be used by City employees when necessary.

Employee owned equipment. Where employees provide their own protective equipment, the City shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

The City shall assess the workplace to determine if job hazards are present, or are likely to be present which will require the use of PPE. Such hazards might be inadequate lighting, noise, tripping hazards, air contaminants, sparks, flying metal, etc. Establishing proper job procedures is one of the benefits of conducting a job hazard analysis.

The following steps shall be used to conduct a job hazard analysis.

1. Select jobs for analysis.
2. Involve the employees.
3. Conduct the job hazard analysis.
4. Make changes to job procedure according to analysis.
5. Revise the job hazard analysis periodically.

All Department Heads shall verify that job hazard analysis' have been performed through a written certification supplied by the City that identifies the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the job hazard analysis. As job hazard analysis' are certified they shall be kept on record at each Department Head's Office and also included in the City Accident Prevention Plan folder.

The job hazard analysis shall determine if and what PPE must be used. No defective or damaged PPE shall be used.

Training: The City shall provide training to each employee who is required to use PPE. Each employee shall be trained to at least the following level:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly don, doff, adjust and wear PPE.
4. The limitation of the PPE.
5. The proper care, maintenance, useful life and disposal of the PPE.

The City shall verify that each affected employee had received and understood the required training through a written certification that contains the name of each employee trained and the date training was conducted.

## BASIC SAFETY RULES

The following basic safety rules have been established to help make the City an efficient safe place to work. These rules are in addition to specific safety rules established for particular jobs. Failure to comply with these rules will result in disciplinary action.

- A. You shall not do things which are unsafe in order to get the job done. If a necessary activity is unsafe, report it to your supervisor or safety committee representative so it can be evaluated and alternate methods developed.
- B. Mechanical guards must be kept in place at all times when machinery is being operated. Do not remove or disable any safety device.
- C. No person may operate a piece of equipment unless they have been trained and are authorized.
- D. Use your personal protective equipment whenever it is required.
- E. Obey all safety warning signs.
- F. Working under the influence of or consumption of alcohol, drugs or other controlled substances is prohibited.
- G. Firearms are not permitted on City property by unauthorized personnel.
- H. Smoking is only permitted outside the building away from any entry or ventilation intake.
- I. Horseplay, running , and fighting are prohibited.
- J. Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard.
- K. Wear clothing suitable for the weather and your work.

### Job Related Safety Rules:

Each department shall establish specific safety rules for their department. It shall comply with hazard assessments, and pertinent Washington Administrative Codes.

### Disciplinary Policy:

Shall follow Chapter 9, Discipline and Termination, of the City Personnel Policy.

**FIRST AID**  
WAC 296-24-061

A. Purpose:

To afford the employees immediate and effective attention should an injury result, the City of Chewelah will ensure that a certified First Aider(s) will be available.

1. To meet the above objective, the following procedures will be followed:
  - a. All full time employees will be First Aid trained.
  - b. Other persons will be trained as designated by management in order to augment or surpass WAC standards.
  - c. Valid first aid cards are recognized as ones which include both first aid and cardiopulmonary resuscitation (CPR) and have not reached the expiration date.
2. First aid kits will be in accordance with the requirements of the WAC standards pertinent to the work location.
  - a. First aid kit locations for the City include:
    1. Utility Building.
    2. City Shop.
    3. Fire Hall.
    4. Library.
    5. Municipal Building.
    6. Water Works Building.
    7. Swimming Pool.
    8. All City Vehicles.
  - b. Department Heads will be responsible to ensure kits are properly maintained.
3. 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 and if necessary call 911 for professional assistance.
4. All body fluids shall be considered potentially infectious. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. If contact is made it should be reported to the incident supervisor, appropriate follow up procedures will be initiated.

## EMERGENCY PLANS

WAC 296-24-040

### A. Emergency Evacuation Plan - Municipal Building.

If the Municipal Building needs to be evacuated in case of Fire, Bomb Threat, Earthquake, etc., the following plan is implemented:

An evacuation map for the building is posted in the following areas:

1. Billing Office.
2. Library.
3. Police Station.
4. Civic Center.
5. Fire Hall.
6. The Lobby or Office of all rental spaces within the Building.

The map shows the location of exits, fire extinguishers, first aid kits, and the gathering location. All employees will receive training in the use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once per year during the first week of June. The following is a list of procedures that shall be followed by all department and/or business offices operating business within the City Municipal Building.

1. Each Business or City Department located in the Building shall:
  - a. Designate a representative who will be responsible to inform his/her employees of the evacuation procedure, and who will also be available as the contact person to receive any additional information which would pertain to this procedure.
  - b. Have a written plan which shall include evacuation procedures, responsibilities, training, notification, gathering location, handicap egress etc.
  - c. Close windows and doors. Do not lock doors.
2. In case of fire, or other emergencies requiring evacuation, the designated representative shall activate the alarm system (Voice), call 911, and then contact the billing department for the City, 935-8311 or 935-8312.
3. The designated representative from each department or business shall be responsible to account for all their employees after emergency evacuation has been completed.
4. City Billing Department. When notified of need for evacuation shall:
  - a.. Notify Fire Department if needed.
  - b. Notify the Police Department.
    1. Police Department will check and clear east end of Municipal Building

including Civic Center and Library.

2. Police Department will station a person on the north side of the Municipal Building to make certain no one enters the building from that side.
  3. If Police Department is unavailable to do the preceding the Utility Department shall be notified to do so.
  4. After the sweep of the building is completed notify the Fire Department and Billing Department.
- c. Notify each business or department in the building by phone or voice. Sound an audible alarm (hand held pressure can type). A list of phone numbers and contact persons shall be posted and updated as needed. This list shall be reviewed at each annual Building Evacuation Drill.
- d. Notify the Utility Department so they can assist with the following.
1. Electric Department shall make certain that elevator is clear and activate elevator alarm.
  2. Other departments shall assist in building evacuation.
  3. The Utility Department shall be trained in evacuation techniques for the handicapped.
  4. If no immediate danger, assist the Fire Department in determining the building has been totally evacuated.
5. Handicap Emergency Egress. A notice shall be posted on each floor that directs individuals on the second floor who need assistance in an emergency, to wait in front of the elevator and a city employee, fireman or police officer will come and assist them out of the building.
6. City employees shall not release information to the press regarding building evacuation without permission from the Mayor or City Administrator

B. City Power Outage:

In case of City wide power outage the following procedure shall be followed:

1. Notify the City Electric Department.
2. Check the Emergency Generator at the Municipal Building and Firehall to make sure they are operating.
3. Place four (4) barricades with stop signs and lighted flashers at the intersection of Main Street and Highway 395. (The traffic signal will not be working). The Police Department can do this if they are available, if not, then the Electric Department will

do it when they report. The barricades are located in the storage building located on the north side of the Municipal Building by the kitchen entrance.

In the case of a Long Term Power Outage other pertinent Emergency Plans shall be implemented.

C. Water Emergency:

If the City is faced with a water emergency, such as, but not limited to : (1) Inability to pump water due to electrical or mechanical problems, (2) Biological problems which would require boiling the water before consumption, the City shall implement the following procedures:

1. Notify the Water Department immediately.
2. If it is determined the problem is long term or the public needs to be notified the City Administration, Police and Fire Departments shall be paged out.
3. With the help of the Fire Department all City water customers shall be notified and given instructions as to the situation.

The City has 1.5 million gallons of water storage capacity. In case of a long term water problem the City water distribution system can be directed to the east side of town to include the following:

1. Hospital.
2. Gess Elementary School.
3. High School.
4. Fire Hall. The Fire Hall will be the location for water distribution to the public if necessary.

Emergency Phone Numbers:

1. Department of Health: 456-3115, 456-2797.  
Tom Justice: Work: 456-2453.  
Home: 489-7979
2. Dickerson Pump: 534-2671, 455-6645.  
Earl Dickerson: Home: 455-66445.
3. Fogle Pump: 684-2569, 1-800-533-6581.  
Emergency Number: Cell Phone; 680-2166.  
Dave Pehl: 680-4484.

D. Flooding:

In case of flooding involving City property, such as streets, the following guidelines shall be followed:

1. Notify the Street Department and City Police Department.
2. Install signs notifying public of the situation, such as "Water Across Street".
3. Set out barricades with flashers.
4. Patrol the stream to make sure there are no obstructions and that culverts and bridges

- are clear.
5. Try to keep the flooding water in the stream channel.
  6. The Street Department will keep 1,000 bags in storage at the City Shop to be used as sand bags in case of emergency within the City.

E. Hazardous Material Emergency:

The City Police Department is the lead agency regarding any Hazardous Material Emergency within the City. A Hazardous Material Emergency could be a spill requiring containment, evacuation and clean up. A copy of the Hazardous Material Emergency Plan will be located in the City Police Department.

### DISASTER PLAN

In the case of a Disaster involving not only the City but the surrounding area, the City shall develop a plan that will include the following:

- A. Responsibilities. Will include City, Hospital, School District, Emergency Medical Services, Churches, etc.
- B. Emergency medical care.
- C. Utilities and Services, such as water, sewer, gas, power, phone, radio, etc.
- D. Fuel.
- E. Shelter.
- F. Command Center Location, Fire Hall.

It will be the goal of this plan to bring all the local entities involved in the plan together so that a line of communication and understanding is developed. Copies of the Plan shall be located at each entity involved.

## EMPLOYEE SAFETY ORIENTATION CHECKLIST

**Instructions:** Each employee shall receive a safety orientation before beginning work. This checklist documents that each required item was covered in the orientation. The supervisor is to place a check to indicate the item was covered. **Employees are not to sign this form unless all items have been covered and all questions have been answered satisfactorily.**

The employee (print name), \_\_\_\_\_ has been

- \_\_\_ 1. Given and reviewed a copy of the City Accident Prevention Plan;
- \_\_\_ 2. Told how and when to report injuries, location of first aid facilities, exits, unsafe conditions and practices;
- \_\_\_ 3. Told what to do during emergencies that could be expected to occur;
- \_\_\_ 4. Explained the lines of communication and responsibility;
- \_\_\_ 5. Given any personal protective equipment (PPE) required and trained on how to use and care for it;
- \_\_\_ 6. Given a copy of and reviewed the City of Chewelah Personnel Policy;
- \_\_\_ 7. Given an on-the -job review of the practices necessary to perform the initial job assignments in a safe manner; and
- \_\_\_ 8. Explained first aid training requirement.

**TRAINING**  
WAC 296-24-020(1)(c)

Training is an essential part of the City's plan to provide a safe work place. Department Heads will be responsible to verify that employees in their departments have received proper training prior to being assigned jobs requiring specific training. All employees will receive an initial orientation by their supervisor. All required training will be documented and each training course shall be outlined to assure all aspects are covered. The Department Heads shall be responsible to oversee the training programs, and make sure employees receive proper training. Training programs or courses specific to departments shall be outlined by the Department Head and included in the City APP. The following courses are provided.

Course

Who Must Attend

Basic Orientation

All employees.

Safe Lifting

Any employee lifting over 20 pounds.

Equipment/Tool Operation

Employees who operate specific tools and equipment required in their job.

Programs

Chemical Hazards (General)

All employees.

Chemical Hazards (Specific)

An employee who uses or is exposed to a particular chemical in their work.

Respirator Training

Employees who use a respirator.

Lockout/Tagout Training (General)

All employees.

Lockout/Tagout (Specific)

Employees who service equipment.

Personal Protective Equipment

Employees assigned PPE.

Fall Protection

Employees working in elevated positions.

Confined Space Entry

Employees required to enter confined spaces.

## **SAFE LIFTING TRAINING COURSE OUTLINE**

### **Required Material:**

Video from L & I describing the potential causes of back injuries, plus ways to prevent back pain and injury.

Safe Lifting Rules from Accident Prevention Program.

### **Outline: One Hour Class.**

1. Talk about injury statistics relating to material's handling.
2. Talk about injuries that have occurred at the City and get personal input from injured employees.
3. Show Video.
4. Answer questions from participants about Video.
5. Go over safe lifting rules in the Accident Prevention Program.
  - a. Demonstrate techniques.
  - b. Demonstrate mechanical lifting aids that are available in our workplace.
6. Have employees sign their names to the training roster.

## **EQUIPMENT/TOOL OPERATION TRAINING**

Each department shall be responsible for establishing a list of equipment and tools which will require employee training. The list will include an outline of what will be covered and documentation of who has received the training. Such training shall include: On-the-job instructions on the safe use of powered, materials handling equipment, machine tool operations, handling of toxic materials and use of powered hand tools.

**HAZARD COMMUNICATION PROGRAM**  
WAC 296-62-05409

A. City Policy

To ensure that information about the dangers of all hazardous chemicals used by the City of Chewelah are known by all affected employees, the following hazardous information program has been established:

All departments of the City will participate in the hazard communication program. This written program and copies of all MSDS sheets will be located at the Municipal Building, Room 107 for review by any interested employee. Each department having chemicals requiring MSDS sheets shall have copies of the MSDS sheets pertinent to their location on hand for quick review.

B. Container Labeling

Department Heads will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning and list the name and address of the manufacturer.

The Department Head will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels that have the identity and appropriate hazard warning.

C. Material Safety Data Sheets (MSDS)

Department Heads shall be responsible for establishing and monitoring the City MSDS Program, make sure procedures are developed to obtain the necessary MSDS', review incoming MSDS' for new significant health and safety information, and will see that any new information is passed on to affected employees.

MSDS' will be available to all employees during each work shift. If an MSDS is not available, immediately contact the Department Head.

D. Employee Training and Information

Department Heads are responsible for the city employee training programs. They will ensure that all program elements specified below are carried out. Prior to starting work, each new employee of the City of Chewelah will attend a health and safety orientation that includes the following information and training:

1. An overview of the requirements contained in the Hazard Communication Standard.
2. Hazardous chemicals present at his or her workplace.
3. Physical and health risks of the hazardous chemical.
4. The symptoms of overexposure.
5. How to determine the presence or release of hazardous chemicals in his or her work area.

6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
7. Steps the City has taken to reduce or prevent exposure to hazardous chemicals.
8. Procedures to follow if employees are overexposed to hazardous chemicals.
9. How to read labels and review MSDS' to obtain hazard information.
10. Location of the MSDS file and written hazard communication program.
11. Verification that employees have attended training and understand the City's Hazard Communication Policy.

Prior to introducing a new chemical hazard into any department of the City, each employee in that department will be given information and training as outlined above for the new chemical hazard.

#### E. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Some examples of non-routine tasks are: confined space entry and cleaning the pool. Prior to starting work on such projects, each affected employee will be given information about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the City is using to reduce the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

#### F. Multi-Employer Workplaces

It is the responsibility of the involved Department Head to provide employers of any other employees at the worksite with copies of MSDS' (or make them available at a central location) for any hazardous chemicals that the other employer's employee may be exposed to while working. The Department Head will also inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies, and provide other employers with an explanation of the labeling system that is used at the worksite.

#### G. Program Update and Record Keeping.

It shall be the responsibility of each department to present either updated or new MSDS information to the Billing Clerk. The Billing Clerk shall be responsible to make sure that the Hazardous Material Program is kept updated and additional MSDS sheets installed in the record book.

## FALL PROTECTION PLAN

Any job which could possibly subject a City employee to a fall of 10 feet or more will usually be done by a City Electric Department Employee. The City Electric Department has all the personal equipment, training and experience working in elevated positions. Other departments may work in elevated positions, however, before working in a position where a fall hazard exists the following shall be done:

- A. Any fall hazards in the area shall be identified.
- B. The proper type of fall arrest or fall restraint protection shall be provided, which includes body harness, safety lanyards, tie offs, etc.
- C. Employees doing the work will be briefed on the correct procedures for assembly, maintenance and inspection of the fall protection system used.
- D. During the pre-job briefing, material handling, and storage will be determined.
- E. No worker shall be allowed below the immediate work area. If it becomes necessary for a worker to enter this area, he/she shall notify the workers above of the need to enter the area below them. The workers above shall stop work until the person below them is finished and has left the area.
- F. In case of injury to a employee working in a an elevated position, care shall be exercised when removing the person so that no further harm or injury is suffered by the employee. The emergency 911 system can be activated. Electric Department Personnel are trained in evacuation from elevated positions as part of their Line Work Training.

## LOCKOUT/TAGOUT

WAC 296-24-11005

### A. Purpose.

This program establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is isolated from all potential hazardous energy sources and locked out before employees operate or perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. All employees affected by the lock/out, tag/out program shall understand the program and how to use and identify with it.

### B. Compliance.

All employees are required to comply with the restrictions imposed upon them regarding the Lockout/Tagout Program. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize or use that machine or equipment.

### C. Sequence of Lockout.

Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Department Heads responsible for issuing the lockout/tagout shall be responsible to notify affected employees.

Equipment that must be shut down shall be locked out so that it cannot be operated, or it shall be tagged out notifying personnel that the equipment must not be run. Lockout shall be accomplished with some sort of mechanical locking device, it shall then be tagged with a white tag 5 ½ inches long, 3 inches wide, **DANGER DO NOT OPERATE**, shall be on the tag. The tag shall include the following information:

1. Name of individual issuing Lockout/Tagout.
2. Date of issue.
3. Expected completion date.
4. Department.
5. Reason for Lockout/Tagout.

The tag shall be secured in such a manner so that it does not dislodge. Whenever possible the equipment shall be disconnected from the energy source.

D. Restoring equipment to service.

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment, and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify the controls are in neutral.
4. Remove the lockout/tagout device and re-energize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

E. Emergency removal of Lockout/Tagout.

1. If it becomes necessary to operate a piece of equipment which has been locked out or tagged, the employee must make sure he/she knows exactly why the equipment was tagged, make every effort to notify the person who issued the lockout/tagout, exercise extreme care when energizing equipment for both personal safety and equipment protection.

## RESPIRATOR PROGRAM

WAC 296-62-07109

### A. Program Guideline.

It shall be the responsibility of the Department Heads to establish and implement, the respirator program for their employees. Each employee assigned a respirator shall be trained in its use. Refresher training shall be given at least annually.

### B. Types of Respirators.

Respirators may be grouped into three major categories, air-purifying, supplied air (or airline) and self-contained breathing apparatus (SCBA). These major categories are defined by how the respirators work to protect the wearer from airborne contaminants. These categories can also be used as a basic guide in understanding the level of protection provided by the respirator. Air-purifying respirators provide lower levels of protection. If greater protection is required, a supplied air respirator may be used. An SCBA or pressure demand airline respirator with an emergency escape bottle provide the highest level of protection. Instances when this protection factor is required include when an atmosphere is immediately dangerous to life or health (IDLH), or the contaminants are unknown (an IDLH atmosphere is an atmosphere concentration of any toxic, corrosive or asphyxiate substance, possessing an immediate threat to life, which would cause irreversible effects on health, or would interfere with the ability to escape from a dangerous atmosphere).

### C. City Policy.

It is City Policy that Utility Department Employees are assigned AIR PURIFYING RESPIRATORS only. Any situation in which an atmosphere is immediately dangerous to life or health, or the contaminants are unknown shall not be entered by City Employees. If the area has to be entered the City Fire Department shall be notified.

### D. Air Purifying Respirators.

These respirators are used only in environments that contain enough oxygen to sustain life (at least 19.5% oxygen). These units make use of special filters and cartridges that remove specific gases, vapors and particulates from the air. In order to be effective, the level of contaminants must be within the concentration limitations of that respirator. Also, the respirator chosen must be appropriate for the specific contaminants of the environment in which it will be used. The useful life of the respirators depends upon the concentration of the contaminants, the breathing volume of the user, the capacity of the air-purifying filter medium, relative humidity and room ventilation. NIOSH/MSHA certified air-purifying respirators do not protect against all air contaminants in the various approval categories. Air purifying respirators should be used for protection against only the types of contaminants listed on the filters and cartridges and on the NIOSH/MSHA approval label, which is affixed to each respirator carton and replacement filter/cartridge carton.

E. Cartridges and Filters.

**Cartridges** contain carbon which absorbs certain toxic vapors and gases. When the wearer detects any taste or smell that indicates the charcoal's absorption capacity has been reached, this means the cartridge can no longer remove the contaminant.

**Filters** remove particulates such as dusts, mists, and metal fumes by trapping them within the filter material. Filters should be changed when it becomes difficult to breathe.

Depending on the contaminants, cartridges can be used alone or in combination with a filter/pre filter and filter cover.

F. Program.

This implemented program shall be in conformance with subsections (2) through (15) of WAC 296-62-07109.

## ASSURED EQUIPMENT GROUNDING

WAC 296-155-447 (2)(a)(iii)(A)

### A. Program Guideline.

It shall be the responsibility of the Department Heads to establish and implement, the assured equipment grounding program for their employees. Each employee involved in the use of electric cord sets and receptacles while doing construction work (see definition) shall follow this program.

**Construction Work**, definition, WAC 296-155-012, shall mean and include all or any part of excavation, construction, erection, alteration, repair, demolition, and dismantling, of buildings and other structures and all operation in connection therewith; the excavation, construction, alteration and repair of sewers, trenches, caissons, conduits, pipe lines, roads and all operations pertaining thereto; the moving of buildings and other structures, and to the construction, alteration, repair, or removal of wharfs, docks, bridges, culverts, trestles, piers, abutments or any other construction, alteration, repair or removal work related thereto.

### B. Ground-Fault Protection.

All 120-volt, single-phase, 15-ampere and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters for personnel protection. Receptacles on a two wire, single-phase portable or vehicle-mounted generator rated not more than 5KW, where the circuit conductors of the generator are insulated from the generator frame and all other grounded surfaces, need not be protected with ground-fault circuit interrupter.

### C. Program Implementation, Testing and Training.

It shall be the responsibility of Department Heads to implement the program to their employees, and see that all pertinent equipment is tested. It shall be the Electric Department's responsibility to test equipment. Department Heads will be responsible for test records.

### D. Program.

This implemented program shall be in conformance with subsections WAC 296-155-447(2)(a)(iii)A-G.

# CONFINED SPACE ENTRY PROGRAM ADMINISTRATIVE POLICY AND PROCEDURE

## 1.0 PURPOSE

1.5 To establish policy and procedure for a confined space entry program.

## 2.0 ORGANIZATIONS AFFECTED:

2.1 Utility Departments, Parks and Recreation Department, Fire Department, Police Department, and Building Department.

## 3.0 REFERENCES:

WAC 29662-145 and Federal Register 29 CFR 1910

## 4.0 POLICY:

4.1 State law requires that a program be developed to train employees in proper confined space entry procedures.

4.2 The City of Chewelah will conduct annual training sessions on confined space entries.

4.3 Each affected department will conduct an annual evaluation of their confined space entry procedure and entry forms.

4.4 Confined space entry forms must be filled out with each confined space entry.

4.5 Confined space entry equipment will be provided by the City.

4.6 Each Department will identify confined spaces and properly post them as "confined space".

4.7 Emergency Response and Rescues will be the City Fire Department assisted by the Utility Departments.

## 5.0 DEFINITIONS:

### 5.1 Confined Space:

5.1.1 Is large enough and so configured that an employee can bodily enter and perform assigned work.

5.1.2 Has limited or restricted means for entry or exit.

5.1.3 Is not designed for continuous employee occupancy.

5.2 Permit Required Confined Space:

A confined space that has one or more of the following characteristics:

5.2.1 Contains or has a potential to contain a hazardous atmosphere.

5.2.2 Contains a material that has the potential for engulfing an entrant.

5.2.3 Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.

5.3 Alternate Confined Space Entry

Some permit required confined spaces may be entered using "alternate" entry procedures. A space classified by the employer as a permit-required confined space may be reclassified as a non-permit confined space under the following procedures:

5.3.1 If the permit space poses an actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as non-permit confined space for as long as the non-atmospheric hazards remain eliminated.

5.3.2 If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed under permit confined space entry requirements. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

5.3.3 The employer shall document the basis for determining that all hazards in a permit space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.

5.3.4 If hazards arise within a permit space that has been declassified to non-permit space, each employee in the space shall exit the space. The employer shall then reevaluate the space and determine

whether it must be reclassified as a permit space.

5.4 Non-Permit Confined Space:

A confined space that does not contain, or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

5.5 Entry Permit:

The written or printed document that is provided by the employer to allow and control entry into a permit space.

5.6 Permit System:

The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

5.7 Entry Supervisor:

The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry, overseeing entry operations, and for terminating entry.

5.8 Attendant:

An individual stationed outside one or more permit spaces who monitors the authorized entrants.

5.9 Entrant:

The action by which a person passes through an opening into a permit required confined space to perform work.

5.10 Dangerous Air Contamination:

An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.

5.10.1 Dangerous air contamination due to the flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20% of its lower explosive (lower flammable) limit.

5.10.2 Dangerous air contamination due to a combustible particulate is defined as

a concentration greater than 20% of its lower explosive (lower flammable) limit.

5.10.3 Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.

5.11 Oxygen Deficiency:

An atmosphere containing oxygen at a concentration less than 19.5% by volume.

5.12 Retrieval System:

Equipment used for non-entry rescue of person(s) from permit space (i.e. tripod davit arm, full body harness).

6.0 PROCEDURE:

6.1 Before Entry:

- 6.1.1 The minimum crew size for a worker to enter a confined space is **THREE WORKERS**. The entrant who will go into the hole, the attendant, and an assistant on the surface.
- 6.1.2 The portable explosive/oxygen alarm system is calibrated before removing the confined space cover. Test the confined space from top to bottom for oxygen deficiency, explosive and toxic (hydrogen sulfide) gases.
- 6.1.3 Fill out confined space entry form. Crew leader must certify that the confined space is safe to enter.
- 6.1.4 The ventilation blower is started and the confined space atmosphere blown out (four air exchanges) prior to entry. The blower should be located upwind of the confined space and at least ten feet from the confined space opening. If the blower has a gas driven engine, the exhaust must be downwind from the confined space. Place the air intake to the blower two to five feet above the ground surface, depending on conditions (higher for dusty ground surfaces).
- 6.1.5 Once the entrant going into the confined space has put on the safety harness and has the lifeline attached, the other person on the crew, or the foreman should check it for proper fit and attachment.
- 6.1.6 The ventilation blower must continue to vent the confined space while the entrant is in the confined space.

6.2 While Worker Is In Confined Space:

- 6.2.1 Attendant shall perform no other function but keep constant watch over the worker in the confined space.
- 6.2.2 The attendant should be careful to secure any objects in shirt or jacket pockets so that they will not fall into the confined space when bending over it. Also be careful not to accidentally kick any tools or objects over the edge of the confined space.
- 6.2.3 As long as the entrant is in the confined space, the attendant should carefully watch the worker in the confined space and not distract him. Always listen and respond to the needs and conditions of the entrant in the confined space.
- 6.2.4 If there are any indications of trouble such as unusual behavior or warning signals from the gas/oxygen alarm system, immediately bring the entrant up out of the confined space.
- 6.2.5 Whenever a worker is in a confined space, continuously test the atmosphere for oxygen deficiency and for explosive and toxic (hydrogen sulfide) gases. Proper ventilation will generally help prevent any problems with the confined space atmosphere. If the flammable gas level limit (LEL) is within ten percent (10%) of the lower explosive limit this is an indication that ventilation is ineffective.
- 6.2.6 The Department Head will arrange with other departments for use of the confined space equipment and trained personnel if none is available in their department.
- 6.2.7 Refer to further written instructions for your department if applicable.

# CONFINED SPACE ENTRY PROGRAM

## W.A.C. CONFINED SPACE STANDARDS

All Chewelah Utility Departments may have tasks that require them to be performed in a confined space. The following procedures have been established to meet State and Federal confined space entry requirements.

1. Definitions/General Information
2. Wastewater Department Program
3. Water Department Program
4. Street Department Program
5. Light Department Program

### CONFINED SPACE

Definitions:

#### DANGEROUS AIR CONTAMINATION.

An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive toxic, or otherwise injurious or incapacitating substances.

- E. Dangerous air contamination due to the flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20% of its lower explosive (lower flammable) limit.
- F. Dangerous air contamination due to a combustible particulate is defined as a concentration greater than 20% of its lower explosive (lower flammable) limit.
- G. Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.

#### OXYGEN DEFICIENCY.

An atmosphere containing oxygen at a concentration less than 19.5% by volume.

#### OXYGEN DEFICIENCY.

An individual stationed outside one or more permit spaces who monitors the authorized entrants.

## CONFINED SPACE.

- A. Is large enough and so configured that an employee can bodily enter and perform assigned work.
- B. Has limited or restricted means for entry or exit.
- C. Is not designed for continuous employee occupancy.

## ENTRY.

The action by which a person passes through an opening into a permit required confined space.

## ENTRY PERMIT.

The written or printed document that is provided by the employer to allow and control entry into a permit space.

## ENTRY SUPERVISOR.

The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry, overseeing entry operations, and for terminating entry.

## NON-PERMIT CONFINED SPACE.

A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

## PERMIT REQUIRED CONFINED SPACE.

A confined space that has one or more of the following characteristics:

- A. Contains or has a potential to contain a hazardous atmosphere.
- B. Contains a material that has the potential for engulfing an entrant.
- C. Has internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.

## PERMIT SYSTEM.

The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

## RETRIEVAL SYSTEM.

Equipment used for non-entry rescue of person(s) from permit space (i.e. tripod davit arm, full body harness).

## WORKING IN A CONFINED SPACE

NOTE: The following is not the complete EPA or OSHA manual on confined space entry, but rather excerpts from the established procedures.

### I. BEFORE ENTRY:

The minimum crew size for a worker to enter a confined space is **THREE WORKERS**. The entrant who will go into the hole, the attendant, and an assistant on the surface. The arrangement of the safety and other equipment is generally accomplished by the entire crew, however, a support crew may be necessary to direct traffic and provide other needed assistance. Place barricades/cones around confined space for traffic and pedestrian control.

The portable explosive/oxygen alarm system is calibrated before removing the confined space cover. Test the confined space from top to bottom for oxygen deficiency, explosive and toxic (hydrogen sulfide) gases.

Fill out confined space entry form. Crew leader must certify that the confined space is safe to enter.

The ventilation blower is started and the confined space atmosphere blown out (four air exchanges) prior to entry. The blower should be located upwind of the confined space and at least ten feet from the confined space opening. If the blower has a gas driven engine, the exhaust must be downwind from the confined space. Place the air intake to the blower two to five feet above the ground surface, depending on conditions (higher for dusty ground surfaces).

Once the entrant going into the confined space has put on the safety harness and has the lifeline attached, the other person on the crew or the foreman should check it for proper fit and attachment.

Continue to use the air monitor to test for the presence of oxygen deficiency and explosive gases in the confined space atmosphere the entire time the worker is in the confined space.

The ventilation blower must continue to vent the confined space while the entrant is in the confined space.

## II. WHILE WORKER IS IN CONFINED SPACE:

Attendant shall perform no other function but keep constant watch over the worker in the confined space.

The attendant should be careful to secure any objects in shirt or jacket pockets so that they will not fall into the confined space when bending over it. Also be careful not to accidentally kick any tools or objects over the edge of the confined space.

As long as the entrant is in the confined space, the attendant should carefully watch the worker in the confined space and not distract him. Always listen and respond to the needs and condition of the entrant in the confined space.

If there are any indications of trouble such as unusual behavior or warning signals from the gas/oxygen alarm system, immediately bring the entrant up out of the confined space.

Whenever a worker is in a confined space, continuously test the atmosphere for oxygen deficiency and for explosive and toxic (hydrogen sulfide) gases. Proper ventilation will generally help prevent any problems with the confined space atmosphere. If the flammable gas level limit (LEL) is within ten percent (10%) of the lower explosive limit, it is an indication that ventilation is ineffective.

## III. SPECIAL PROBLEMS OF CONFINED SPACE:

Confined spaces will have a capacity for strong odors and many of these odors can cause olfactory fatigue. This is a condition where a sharp odor or prolonged breathing of an odorous atmosphere will cause the sense of smell to be temporarily lost. Where the atmosphere in a confined space has been displaced by a gas that has no breathable oxygen in it, life expectancy for anyone entering the confined space is approximately 180 seconds with awareness of a problem lasting less than 30 seconds. Under these conditions proper safety equipment is essential because the worker does not have the strength to climb out of the confined space.

The truck mounted davit arm or tripod are required safety equipment that must be used for entry into a permit required confined space.

**WARNING: NEVER ALLOW ANYONE TO ENTER A CONFINED SPACE UNTIL THE OXYGEN CONTENT OF THE CONFINED SPACE HAS BEEN TESTED AT BETWEEN 19.5 AND 21 PERCENT OXYGEN.**

Dropping tools to operators in a confined space and tossing the tools back out can cause physical injury. Tools should be lowered into and pulled out of confined spaces in a bucket or sling.

If a chipping gun or other tool is being used to chip concrete or pipe, safety glasses or goggles **MUST** be worn.

IV. LEAVING CONFINED SPACE AREA:

After leaving the confined space, record peak air conditions from air monitor and complete permit entry form.

### ATMOSPHERIC HAZARDS

Definitions:

#### ATMOSPHERIC HAZARDS.

Atmospheric hazards consist of three major types: Explosive or flammable, toxic, and depletion, or elimination of breathable oxygen. **DO NOT** allow unhealthy odors to distract your attention from three major types of hazards that could kill you.

- A. Explosive or flammable atmospheres can develop at any time in the confined space. Flammable gases or vapors may enter a sewer or manhole from a variety of legal, illegal, or accidental sources. Possible causes of flammable atmospheres within confined spaces: Methane gas, propane, gasoline, solvents, other fuel gases, and very high levels of oxygen.
- B. Toxic atmospheres (poisonous air) in wastewater collection systems are most likely to be from the presence of hydrogen sulfide gas.
- C. The amount of breathable oxygen present in a manhole can be decreased or eliminated by having the air mixed or replaced by the entry of another gas.

**DO NOT** work in confined spaces where the atmosphere contains less than 19.5% oxygen. **ALWAYS** ventilate the manhole before entry and continuously during the occupancy. **CONTINUOUSLY** test all levels of the manhole for oxygen deficiencies and explosive or toxic conditions.

## CITY OF CHEWELAH STREET DEPARTMENT

### Confined Spaces

**Permit required for all spaces over four (4) feet deep.**

- A. Catch basins
- B. Manholes
- C. Any tank - space with limited entry/exit.

Use same entry procedure described in Wastewater Entry Program (enclosed in this document).

Use Wastewater Department Procedures to enter any manhole or catch basin over four (4) feet deep.

### **WASTEWATER UTILITY CONFINED SPACE ENTRY PROCEDURES**

#### Confined Spaces.

- A. All manholes.
  - B. Pump station wet wells.
  - C. Main lift wet well.
  - D. Primary clarifiers.
  - E. Secondary clarifiers
  - F. Outfall manhole.
  - G. Scum pump pit.
  - H. Pump stations, dry wells if power venting is not working.
  - I. Any work area that meets state/federal confined space definitions. See definitions on confined space in this document.
1. Crew size. Minimum crew size is three (3). (May need additional traffic control personnel).
  2. Equipment needed:
    - A. Davit arm, tripod and safety block.
    - B. Air blower.
    - C. Air monitor.
    - D. Lights:
      - a) portable work area light

- b) hard hat lights
- E. Portable power generator only if there are no permanent electrical power sources to run lights and air blowers.
- F. SCBA (rescue air tank) - Fire Department.
- G. Body harness.
- H. Two-way radios (if needed).

Wastewater Utility confined space entries are unique because of the impossibility (in most entry situations) to control the liquid flow into the confined space.

1. Entry procedures:

- A. Cone and/or barricade entry area to confined space.
- B. Lock-out, tag-out electrical equipment, valves, etc.
- C. Open entry to confined space.
- D. Start venting confined space. Four air exchanges required before entry.
- E. Monitor air quality in confined space with air monitor.
- F. Fill out pre-entry information on confined space entry permit. Record peak air quality information.
- G. Crew leader certifies that confined space is safe to enter.
- H. Entrants put on all required gear:
  - a) Two-way radio.
  - b) Portable area light.
  - c) Two-way radio, if needed.
  - d) Hard hat light, if needed.

Hook onto davit arm/tripod or safety block. Have another crew member check life line. Wear air monitor. Enter and perform work.

I. Attendant(s) equipment:

- a) Two-way radio.
- b) Portable area light.

Attendant's job is to monitor entrant. They will perform no other work.

- J. Safety personnel/gofer:
  - a) Davit arm, tripod, and safety block.
  - b) Tools, bucket to lower equipment.

The primary job is to get the equipment that the entrant needs and to operate the tripod and winch. The secondary job is to lower the entrant into confined space. Complete confined space entry permitted after work is completed. Use peak air information on air monitor.

### **CITY OF CHEWELAH WATER UTILITY CONFINED SPACES**

Permit required confined space, reclassified as non-permit confined space by uses of alternate confined space entry procedures:

- A. Golf Course 30,000 gallons
- B. Golf Course 220,000 gallons
- C. Sand Canyon 500,000 gallons
- D. Cemetery 1,000,000 gallons
- E. Any work area that meets any one of the conditions listed under the definition of confined space in this document.

The following information is the operating procedure to enter a permit required confined space.

#### GOLF COURSE 220,000 GALLON AND SAND CANYON RESERVOIR:

Because of its unique design, the following safety procedures are required:

- A. Crew size. Minimum crew size to perform any work for Golf Course 220,000 and Sand Canyon is three (3). Maximum number of entrants is two (2), minimum number of attendants is one (1) and two (2) safety persons (gofer) required.
- B. Equipment needed:
  - a. SCBA tanks on site - Fire Department.
  - b. Body harnesses. One per entrant and attendant crew members.
  - c. Lights:
    - a) portable area light
    - b) hard hat lights
  - d. Air monitor.
  - e. Two way radios. One per entrant, one per attendant.
  - f. Safety rescue equipment. Safety block or tripod.

- g. Air blower.
- h. Portable power generator only if there are no permanent electrical power sources to run lights.

C. Entry procedures:

- a. Lockout/Tagout all valves, pumps, motors that may cause water to enter the tank.
- b. Open hatch. Start venting four air exchanges required before entry.
- c. Monitor air. Top to bottom. Record information on permit required confined space entry form. Crew leader certifies confined space is safe to enter and reclassification is complete.
- d. Entrants put on all required safety gear:
  - 1) Air monitor
  - 2) Hard hat light.
  - 3) Safety harness.
  - 4) Two-way radio.
- e. Enter confined space, perform work.
- f. Attendant(s) equipment:
  - 1) Body harness.
  - 2) Two-way radio.
  - 3) Portable area light.
  - 4) Hard hat and flashlight.

Attendants job is to watch and communicate with Entrants only. Attendants may watch maximum of two Entrants. They will perform no other work.

- g. Safety personnel/gofer equipment:

- 1) Hard hat light.

The primary job is safety. The secondary job for these crew members is to get equipment for Entrants.

Complete confined space enter permit after work is completed.

CEMETERY & 30,000 GALLON RESERVOIR:

The following procedures are required for both Cemetery and Golf Course 30,000 gallon reservoirs:

- A. Crew size. Three person crew is minimum size to work inside these reservoirs.
- B. Equipment needed:
  - a. Air monitor.
  - b. Air tanks (SCBA) - 30 minutes - Fire Department.
  - c. Body harness. One per entrant and attendant.
  - d. Air blower.
  - e. Portable area light.
  - f. Hard hat light.
  - g. Two-way radios. One per entrant, per attendant.
  - h. Portable power generator only if there are no permanent electrical power sources to run lights.
- C. Entry procedures:
  - a. Lock-out, tag-out all valves, pumps, motors that may cause water to enter the tank.
  - b. Open all entry hatches.
  - c. Start venting. Four air exchanges required before entering.
  - d. Monitor air.
  - e. Record air monitor information on confined entry space permit. Crew leader will certify that entry is safe and reclassification is complete..
  - f. Entrants put on all required safety gear:
    - 1) Body harness.
    - 2) Hard hat light.
    - 3) Two-way radio.
    - 4) Air monitor.

Attendants job is to monitor entrant. They will perform no other job.

g. Safety personnel/gofer equipment:

- 1) SCBA tank. Fire Department.
- 2) Hard hat light.

The primary job is the safety/rescue person. Their job is to call the Fire Department whenever (SCBA) will be needed to make rescues of a fallen entrant person. Their secondary job is to be the gofer of equipment for the entrant.

Complete confined space entry permit after work is completed.

# Trenching and Excavating

ALL TRENCHES AND/OR EXCAVATIONS DEEPER THAN 4 FEET SHALL BE SHORED, SLOPED OR SHIELDED.

TRENCHES LESS THAN 4 FEET WHICH HAVE STANDING WATER OR SITUATIONS WHERE EMPLOYEES MUST WORK ON HANDS AND KNEES IN DISTRESSED SOIL SHALL BE SHORED, SLOPED OR SHIELDED.

LADDERS SHALL BE USED TO ENTER AND EXIT A TRENCH; NEVER GO OUTSIDE OF PROTECTION SYSTEM.

NEVER WORK DIRECTLY UNDER BACKHOE

ALWAYS WEAR HARD HATS

COMPETENT PERSON SHALL ALWAYS BE ON SITE

CLASSIFY SOILS

KEEP SPOILS PILE 2 FEET OR MORE FROM THE EDGE. IF THIS CANNOT BE DONE BECAUSE OF SPACE, HAUL SPOILS AWAY

BE AWARE OF GROUND VIBRATIONS, KEEP VEHICLE AND EQUIPMENT AWAY FROM TRENCH EDGE

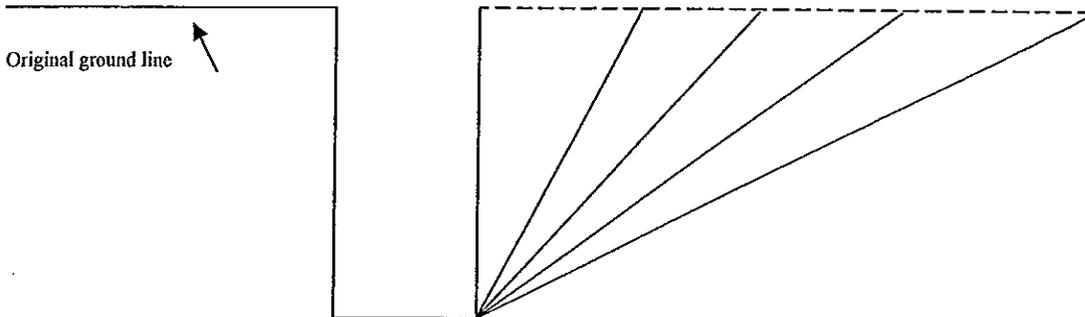
ON-GOING TRAINING WILL BE PROVIDED AT THE WORK SITE AS NEW OR DIFFERENT SITUATIONS ARISE

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
  - a. Depth and/or cut/soils classification
  - b. Possible variation in water content of the material while excavation is open
  - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
  - d. Loading imposed by structures, equipment, or overlaying or stored material
  - e. Vibration from equipment, blasting, traffic, or other sources

**Approximate Angle of Repose**  
For sloping of sides of excavations

Note:  
Clays, silts, loams or non-homogenous soils require shoring and bracing  
  
The presence of ground water requires special treatment

Solid rock and compact shale (90°)	Compacted angular gravels, glacial till ½:1 (63°26')	Recommended slope For Average soils 1:1 (45°)	Compacted sharp sand 1 ½:1 (33°41')	Well rounded loose sand 2:1 (26°34')
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2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.
5. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

*For other rules and regulations regarding trenching and excavating, please refer to Part N of the Construction Safety Standard, WAC 296-155.*

**EMPLOYEE'S ACCIDENT REPORT**

**(TO BE FILLED OUT FOR ALL INJURY ACCIDENTS)**

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Exact time of injury: \_\_\_\_\_ Date of injury: \_\_\_\_\_ Location: \_\_\_\_\_

Name of person this incident reported to: \_\_\_\_\_ Time: \_\_\_\_\_

Name of witnesses: \_\_\_\_\_

Summarize what you think happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What could have been done to avoid this accident?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain in **DETAIL**: What part of the body was injured? **BE SPECIFIC**: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an original injury or a re-injury? If so, when and where was previous injury and who was the employer? \_\_\_\_\_ Claim #? \_\_\_\_\_

Would you be willing to perform light duty work during your recovery? \_\_\_\_\_

Date and time you sought medical attention: \_\_\_\_\_

Whom did you see? \_\_\_\_\_ Office/Hospital: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is to be returned to Employer as soon as possible**

Date employer received report: \_\_\_\_\_

Note: Washington Administrative Code No. 296-24-025(6) states: Employee's responsibility: "Employees shall make a prompt report to their immediate supervisor of each industrial injury".

Date:	Respond by:
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1. Nature and location .....

.....  
.....  
.....  
.....  
.....  
.....

2. Date and action taken .....

.....  
.....  
.....  
.....  
.....

By whom <sup>(Please print)</sup> .....

(Signature)

Labor & Industries  
Consultation Services  
PO Box 44640  
Olympia WA 98504-4640

White: Safety Committee  
Canary: Supervisor  
Pink: Follow-up & Orig.  
F414-044-000

SUPERVISOR'S ACCIDENT REPORT

Supervisor's Name: \_\_\_\_\_ Date:

Injured employee's name:

Exact time reported to you: \_\_\_\_\_ Who reported it?

Names of witnesses:

Describe accident:

Was first-aid required?

Did the accident require doctor treatment?

Date and time of next doctor appointment:

Was this employee competent and skillful in his job?

What were the causes?

Will this be a lost time case?

If so, was employee instructed to keep the company informed of progress?

Has this employee had other industrial injuries? \_\_\_\_\_ How many?

EXPLAIN IN DETAIL: What part of the body was injured?

Supervisor' Signature: \_\_\_\_\_ Date:

