



Accident Prevention Program
Chapter 296-800 WAC

Columbia Basin College
Environmental Safety & Health
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CBC ACCIDENT PREVENTION PROGRAM

TABLE OF CONTENTS

I.	ACCIDENT PREVENTION PROGRAM OVERVIEW	1
	A. Responsibilities.....	1
	B. Safety Bulletin Boards.....	2
	C. Emergency Handbook.....	3
II.	REPORTING ACCIDENTS OR OCCUPATIONAL ILLNESSES	3
	A. Work-Related Accidents/Illnesses Reporting Procedures.....	3
	B. Recordkeeping and Posting Requirements.....	4
	C. Accident Investigations.....	5
	D. Safety Hazards.....	5
III.	HAZARD PREVENTION AND CONTROL	5
	A. Eliminating Workplace Hazards.....	5
	B. Basic Safety Rules.....	5
	C. Job-Related Safety Rules and Hazard Assessment.....	6
	D. Tools, Equipment, and Personal Protection.....	6
	E. Slips, Trips, and Falls.....	6
	F. Ergonomics.....	7
	G. Hazardous Materials.....	7
IV.	TRAINING	7
	A. New Employee Safety and Health Orientation.....	8
	B. Job Safety Orientation.....	8
	C. Additional Review and Training.....	8
	D. Non-Routine Work Tasks.....	8
V.	PERIODIC REVIEWS	8
	A. Safety Inspection Procedures.....	9
VI.	APPENDICES	9
	Appendix 1 – Accident Prevention Program Responsibility Matrix	10
	Appendix 2 – Charter for the Environmental Safety and Health (ES&H) Committee	12
	Appendix 3 – Accident Report Form	15
	Appendix 4 – Safety Hazard Report Form	18
	Appendix 5 – Hazard Assessment Form	19
	Appendix 6 – Ergonomics Program - Symptoms Survey	21
	Appendix 7 – New Employee Safety & Health Orientation Checklist	23
	Appendix 8 – Safety Inspection Form	24

CBC SUPPLEMENTAL ES&H PLANS

(Copies of the plans listed below can be accessed from the [CBC ES&H website](#))

Bloodborne Pathogen Exposure Control Plan

Confined Space Entry Plan

Control of Hazardous Energy Plan (Lockout/Tagout)

Hazard Communication Plan (Worker Right to Know)

COLUMBIA BASIN COLLEGE ACCIDENT PREVENTION PROGRAM

I. ACCIDENT PREVENTION PROGRAM OVERVIEW

Columbia Basin College (“CBC” or the “College”) believes in the dignity and importance of each individual employee and their right to a safe and healthy working environment. In order to promote this belief, the following statements constitute the safety and health procedure for the College:

- The prevention of accidents and the elimination of safety hazards is the inherent responsibility of every individual employed at this institution;
- Administrators and supervisors have an added responsibility to ensure that safety training and education of personnel is accomplished;
- Campus departments and programs shall implement applicable sections of the College’s Accident Prevention Program (APP) and the Washington Administrative Code (WAC) emphasizing the integration of safety measures so that safety and job performance become one; and
- Accident prevention activities shall be reinforced by a systematic evaluation of ways to minimize physical hazards within the workplace.

A copy of the College’s Accident Prevention Program is located in the Campus Security & Safety Office, the Human Resources (HR) Office, and the Plant Operations Office. An additional copy will also be available on the [CBC ES&H website](#). It is recommended that the copy on the website be referenced, as it will always provide the most up-to-date information.

A. **Responsibilities** (See [Appendix 1 – Accident Prevention Program Responsibility Matrix](#))

1. **Administrative Responsibility**

CBC is responsible for establishing and maintaining:

- A safe and healthy working environment;
- An Accident Prevention Program as required by WAC 296-800-140;
- Safety equipment for employees;
- Training programs to improve the skill and competency of all employees in the field of occupational safety and health. Such training will include new employee orientation showing employees what they need to know to perform their initial job assignments safely; and
- Provide CPR/AED and First Aid certification. Those employees trained in first aid will also be required to receive training in bloodborne pathogens.

2. **Employee Responsibility**

The term employee shall include all full-time and part-time faculty, staff, administrators, and student workers employed by the College. It is the responsibility of every employee to:

- Study and observe all safe work practices governing their work;
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by the College;
- Report hazardous conditions (unsafe equipment, floors, tripping hazards, etc.) to a supervisor, Campus Security & Safety (509) 542-4819, or the HR ES&H Consultant (509) 542-4899;
- Promptly report injuries that are not work-related, physical conditions, or other limitations to their supervisor that might adversely affect the employee’s ability to safely perform work tasks.

This also includes reporting to the supervisor, all medications or physical restrictions prescribed to them by their physician that could affect the ability to safely perform work tasks.

3. ES&H Committee Responsibility

The ES&H Committee has been established with representatives from faculty, staff, and administration in order to assist in the detection and elimination of unsafe conditions and work procedures. (See [Appendix 2 – Charter for the ES&H Committee](#))

4. HR ES&H Consultant Responsibility

The HR ES&H Consultant will serve as the HR professional responsible for work that fosters and supports a workplace safety culture in which employees and their supervisors work together to ensure workplace safety and compliance with applicable state and federal laws. The HR ES&H Consultant is responsible for worker's compensation claims management, assisting employees with leave associated with active claims, and ergonomic efforts on the campus.

B. Safety Bulletin Boards

Safety bulletin boards are maintained in every building with eight or more employees. They are sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics and other safety educational materials.

Safety bulletin boards are maintained in the following locations:

- Building A – HR Lobby (Accessible to all employees and applicants)
- Building A – A202 Staff Lounge
- Building G – Staff Lounge next to mailboxes
- Building H – HN122 Staff Lounge
- Building L – L103 Staff Lounge
- Building M – Staff Lounge
- Building P – Deans Office Hall next to mailboxes
- Building T – T210 Staff Lounge
- Building T – T433G Staff Lounge
- Building T – T564 Staff Lounge
- Building CTE – Staff Lounge
- Building SWL – Staff Lounge
- Building V – V131 Staff Lounge
- Building V – V134 Staff Lounge
- Chase Center – Staff Lounge
- Richland Health Science Center – Staff Lounge
- Richland Medical Science Center – Staff Lounge

A specific safety bulletin board or portion of an existing bulletin board should be designated and that spot reserved exclusively for safety material. Posting should be attractively arranged. Posters, safety material and other information that becomes dated or worn should be changed periodically. At a minimum the following items will be posted:

- Your Rights as a Worker (F700-074-909)
- Job Safety and Health Law (F416-081-909)

- Notice to Employees – If a Job Injury Occurs (F242-191-909)
- Citation(s) and Notice(s) (as appropriate)
- Emergency telephone numbers
- OSHA 300 Summary (posted in the HR Lobby and Richland Health Science Building from February 1st to April 30th annually)

C. Emergency Handbook

The Emergency Handbook is to assist students, faculty, and staff in responding to emergency health, safety, and security issues that may occur. In the event of a campus-wide emergency, the CBC Emergency Plan and Emergency Operation Center (EOC) would be implemented. The CBC Emergency Plan and Emergency Handbook are available to all CBC employees. A copy of the Handbook is provided and reviewed with each new employee during new hire orientation. Emergency Handbooks are also maintained along with the Building Emergency Plan in the division and/or department office of each building.

II. REPORTING ACCIDENTS OR OCCUPATIONAL ILLNESSES

All work-related injuries, illness, and/or property damage (regardless of the severity) must be reported by the employee to the supervisor. (See [Appendix 3 – Accident Report Form](#))

A. Work-Related Accidents/Illnesses Reporting Procedures

1. Serious Injuries or Medical Emergencies

Before you treat an injury where blood is present, read the section on bloodborne pathogens below. Serious injuries or medical emergencies should be reported by dialing 911.

An ambulance should be requested if:

- The person is unconscious;
- The person complains of chest pain, pain in the left arm or left jaw, shortness of breath, irregular heartbeat, dizziness or back pain with any other symptoms. (AEDs are located in each building on campus for cardiac events);
- There is massive bleeding;
- The person requests an ambulance; and/or
- If in doubt, call and let EMTs determine the need.

NOTE: Do not move a seriously injured person. Stay with the victim until EMTs arrive. The 911 dispatcher may ask questions about the symptoms/responsiveness of the victim. If available, get a partner to help you.

Faculty/Staff should not transport, solicit, or direct another staff member or student to transport an injured person. Give first aid only if you are qualified and willing to do so.

2. Minor Injuries/First Aid Kits

First aid kits are available at various locations in each building (refer to the building maps for locations). Use the first aid kit in your area to treat minor injuries. Refills are available through Security and are refreshed annually during In-Service.

3. Bloodborne Pathogens

An immediate response when blood or body fluids are present includes:

- Treat all blood and body fluids as if they are infectious;
- Use barrier protection such as latex gloves, CPR masks, goggles, face masks, etc. in the first aid kits, to prevent contact with blood and body fluids;
- Wash your hands after first aid or blood/body fluid clean-up procedure; and
- Call Maintenance at (509) 542-5533 or ext. 2333 for clean-up of blood/body fluid spills. For after hours, contact Campus Security & Safety at (509) 542-4819 for coordination of clean-up with evening custodial staff.

NOTE: The College maintains a [Bloodborne Pathogen Exposure Control Plan](#) designed to provide and achieve regulatory compliance and, most importantly, provide a means in which CBC employees are better informed and protected from exposures to blood and other potentially infectious materials during the performance of their duties. The Bloodborne Pathogen Exposure Control Plan, time permitting, should always be referenced for complete and detailed information regarding proper procedures to use in the event of exposure.

4. Complete an Accident Report

Complete an accident report form at www.columbiabasin.edu/esh for each accident/incident within 24 hours and submit to the Campus Security & Safety Office.

- An Accident Report must be completed any time an accident occurs, even a non-injury accident. The Accident Report must be completed by the injured person and include any witnesses. The instructor or supervisor must complete their portion of the form and submit it to the Campus Security & Safety Office within 24 hours of the accident/incident.

B. Recordkeeping and Posting Requirements

Columbia Basin College maintains a record of occupational injuries and illnesses. Those injuries that are recordable are entered onto the OSHA 300 Log. Copies of the OSHA 300A Summary form will be posted February 1st to April 30th annually in the College's HR Lobby and Richland Health Science building by the HR ES&H Consultant.

Recordable cases include:

- Every occupational death;
- Every industrial illness; and
- Every occupational injury that involves one of the following:
 - Unconsciousness;
 - Inability to perform all phases of regular job;
 - Inability to work full time on regular job;
 - Temporary assignment to another job; and
 - Medical treatment beyond first aid.

C. Accident Investigations

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

The Campus Security & Safety Supervisor will investigate all accidents requiring more in-depth investigation. The decision to conduct a more in-depth investigation will be made by one or more of the following:

- Campus Security & Safety Supervisor;
- Division dean; and/or
- Vice President for Administrative Services.

D. Safety Hazards

An incident in which no injury occurs but there may be potential for an injury is a safety hazard. A Safety Hazard Report Form can be submitted for reporting a safety hazard. If the hazard poses an immediate threat, contact Campus Security & Safety at (509) 542-4819 or ext. 7777. (See [Appendix 4 – Safety Hazard Report Form](#))

III. HAZARD PREVENTION AND CONTROL

A. Eliminating Workplace Hazards

The College is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state and federal safety standards where there are specific rules about a hazard or potential hazards 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; and
- When the above methods of control are not possible or are not fully effective, we will require employees to use Personal Protective Equipment (PPE).

B. Basic Safety Rules

The College's goal is to provide our employees with the knowledge and tools to eliminate preventable hazards. The following basic safety rules have been established to help make CBC a safe and efficient place to work:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, the employee should report it to their supervisor who can assist in identifying safer ways to perform the work;
- Do not remove or disable any safety device;
- Keep guards in place at all times on operating machinery;
- Never operate a piece of equipment unless trained and authorized to do so;
- Use PPE whenever it is required;
- Never lift anything more than you can handle and use proper lifting techniques (Additional information on proper lifting techniques can be found on the [ES&H website](#)); and
- Obey all safety warning signs and labels.

C. Job-Related Safety Rules and Hazard Assessment

In addition to the basic safety rules outlined above, additional job-related safety rules may apply based on specific job tasks and equipment used, and the types of hazards that are present in the work environment. The HR ES&H Consultant can assist departments with identifying hazards that are present by conducting a hazard assessment to determine what hazards may apply and to determine what measures must be taken to protect employees. (See [Appendix 5 – Hazard Assessment Form](#))

D. Tools, Equipment, and Personal Protection

Selecting the proper tool or piece of equipment for a particular job is an important step in maintaining a safe workplace. Employees may only utilize machinery, tools, materials, or equipment that meets the safety or health requirements of this program or any applicable WAC. Tools or equipment may only be used in accordance with the manufacturer's designed or intended purpose.

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

Equipment purchased after July 5, 1994 should meet the most current American National Standards Institute (ANSI) as outlined below:

- Eye protection purchased after this date should meet ANSI Z87.1 – 2003;
- Head protection should meet ANSI Z89.1 – 2009; and
- Foot protection should meet ANSI Z41 – 1999.

The safety equipment vendor should supply written evidence that PPE purchased by the College meets these ANSI standards.

E. Slips, Trips, and Falls

According to the U.S. Department of Labor, slips, trips, and falls make up the majority of general industry accidents. In general, slips and trips occur due to loss of traction between the shoe and the walking surface or inadvertent contact with a fixed or moveable object which may lead to a fall. Slips, trips, and falls can be caused by a variety of situations, including:

- Wet or greasy, dry with wood dust or powder, and/or polished or freshly waxed floors;
- Uneven walking surfaces, loose flooring, carpeting or mats;
- Transitions from one floor-type to another, missing or uneven floor tiles and bricks;
- Damaged or irregular steps; no handrails; sloped walking surfaces;
- Shoes with wet, muddy, greasy or oily soles; heels, and open-toed shoes;
- Clutter, electrical cords or cables, open desk or file cabinet drawers;
- Damaged ladder steps, ramps and gang planks without skid-resistant surfaces;
- Metal surfaces such as dock plates and construction plates; and
- Weather hazards such as rain, sleet, ice, snow, hail, frost and wet leaves or pine needles.

In order to reduce the preventable hazards outlined above, the College will adhere to the following guidelines to create a safer working environment by:

- Requiring good housekeeping practices as a part of each employee’s daily performance;
- Reducing wet or slippery surfaces by immediately cleaning up spills and/or marking wet areas with caution signs, and keeping parking lots and sidewalks clean and in good repair;
- Not placing, and removing or relocating obstacles in aisles and walkways, such as boxes or cords; and
- Requiring employees to wear proper footwear for the work environment.

F. Ergonomics

Workplace ergonomics is of increasing importance to employee health and safety. As such, CBC has created an Ergonomics Program to identify risk factors in workstation design, provide a program for evaluating and assessing workstations, control any risk associated with workstation set-up and operation, and to promote and protect employee health through ergonomically-sound practices.

There are two general approaches to controlling ergonomic risks:

- Engineering Controls – Changes are made to the workstation, tools, and/or machinery that alter the physical composition of area or process; or
- Administrative or Work Practice Controls – Changes are made to regulate exposure without making physical changes to the area or process; for example, taking frequent breaks and job rotations.

Employees are encouraged to complete an online self-assessment as a tool in becoming aware of the surrounding ergonomic issues and assessing and modifying their own workstations. More information on workstation adjustment tips can be found on the [CBC ES&H website](#).

If, after completing an ergonomic self-assessment, the employee feels that further assistance is needed or wants to order ergonomic equipment for their workstation, they may request an ergonomic evaluation by contacting the HR ES&H Consultant and submitting a completed symptoms survey. (See [Appendix 6 – Ergonomics Program - Symptoms Survey](#))

G. Hazardous Materials

The College will manage the acquisition, use and disposal of hazardous materials at CBC in a manner which protects the health and safety of all employees, students, and visitors, and which demonstrates environmental awareness and concern through implementation of environmentally correct procedures and practices. Proper management of hazardous materials requires the cooperation of all College departments and employees. A list of hazardous chemicals, materials or gases used on campus, along with instructions on the safe use and emergency action following accidental exposure can be found in the College’s Hazard Communication Plan and as referenced in the Emergency Handbook under Hazardous Materials Leaks/Spills.

IV. TRAINING

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

A. New Employee Safety and Health Orientation

Every new full-time employee will attend a safety orientation session presented by the HR ES&H Consultant. New employees will be informed of the locations of the College's APP and given an overview of both the APP and Emergency Handbook. Among other topics, the orientation will cover:

- How to report work-related injuries and illness;
- How to report unsafe practices and conditions;
- Fire-related emergency training;
- Proper lifting techniques, and avoiding slips, trips and falls;
- Ergonomics program; and
- Hazard Communication Plan (Workers Right to Know).

Orientation will also include completion of the New Employee Safety & Health Orientation Checklist (See [Appendix 7 – New Employee Safety & Health Orientation Checklist](#)). The checklist includes sections to be reviewed with the employee by the HR ES&H Consultant and the employee's supervisor.

B. Job Safety Orientation

In addition to the general safety and health orientation provided by the HR ES&H Consultant, supervisors will provide additional safety training specific to the new employee's work area such as:

- Location and operation of emergency equipment (first aid kits, eyewash stations, etc.);
- Location and names of building captains and representatives (first aid trained);
- Potential hazards on the job;
- Care and use of required Personal Protective Equipment (PPE);
- Personal work habits and safe work procedures; and
- Review of the College's Supplemental ES&H plans as they relate to the employee's specific job.

C. Additional Review and Training

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

D. Non-Routine Work Tasks

If an employee is given a special job that is new or unfamiliar or differs from routine work assignments, the supervisor is responsible for providing training so the employee is able to identify new workplace hazards (including chemicals) and know how to protect themselves.

V. PERIODIC REVIEWS

The College is committed to proactively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. Prompt action will be taken to eliminate any hazards that are identified. In addition to reviewing injury records and investigating incidents for their causes, administration and the ES&H Committee will regularly check the workplace for hazards. (See [Appendix 8 - Safety Inspection Form](#))

1. **Safety Inspection Procedures**

1. **Safety Inspection**

ES&H Committee members assist, as needed, in conducting inspections of their respective work areas to determine what hazardous conditions and/or practices exist. Inspections shall be conducted according to the following sources:

- Chapter 296-800 WAC and CBC's ES&H Programs & Plans;
- Employee suggestions; and
- Previous accident history of the College.

2. **Periodic Change Survey**

Supervisors or designated teams may be assigned to evaluate any changes made to identify safety issues, including but not limited to changes made to new equipment, processes, or a building structure. Teams may include representatives from Plant Operations, Administration, and the ES&H Committee. Supervisors or designated teams 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.

3. **Annual Site Survey**

Once a year an inspection team made up of members of the ES&H Committee will do a wall-to-wall walk through inspection of the entire campus. They will identify any safety hazards or potential hazards. The results of this inspection 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.

VI. **LIST OF APPENDICES**

[Appendix 1 – Accident Prevention Program Responsibility Matrix](#)

[Appendix 2 – Charter for the Environmental Safety and Health Committee](#)

[Appendix 3 – Accident Report Form](#)

[Appendix 4 – Safety Hazard Report Form](#)

[Appendix 5 – Hazard Assessment Form](#)

[Appendix 6 – Ergonomics Program - Symptoms Survey](#)

[Appendix 7 – New Employee Safety & Health Orientation Checklist](#)

[Appendix 8 – Safety Inspection Form](#)

**COLUMBIA BASIN COLLEGE
ACCIDENT PREVENTION PROGRAM RESPONSIBILITY MATRIX**

Responsibility	Departments	ES&H Committee	HR ES&H Consultant	Employee
Accident Prevention Program	Comply with the provisions of the Accident Prevention Program (APP) and WAC, emphasizing the integration of safety measures so that safety and job performance become one.	Develop and implement an APP for the impacted college community. Comply with the provisions of the APP and WAC requirements. Serve as custodian of the written program.	Comply with the provisions of the APP and WAC requirements. Support the ES&H Committee in implementing the APP to ensure compliance.	Understand and comply with the provisions of the APP and the protection afforded by WAC requirements.
Reporting Accidents or Occupational Illnesses	Assess the seriousness of the injury or illness and take necessary steps as outlined on the Accident Report Form. Complete form and submit to Security as soon as possible.	Review and evaluate accident reports, determining means of eliminating repeated accidents.	Advise campus community regarding proper reporting procedures.	Report all accidents or occupational illnesses promptly to immediate supervisor and fill out Accident Report Form.
Hazard Prevention and Control	Assist in the elimination of hazards. Write work rules that effectively prevent employee exposure. Require PPE and select proper tools or pieces of equipment that meet the most current ANSI standard.	Promote basic safety rules and recommend ways to reduce preventable hazards.	Assist departments in conducting hazard assessments and in facilitating recommendations made by the ES&H Committee.	Develop good housekeeping practices. Use PPE when required. Obey all warning signs and other practices such as wearing proper attire for work environment and job task.
Training	Ensure supervisors have the necessary tools to develop, implement and monitor job specific training for employees.	Promote and recommend regular training and provide monthly safety topics.	Conduct new employee safety orientation. Develop, implement and monitor employee training. Maintain training records.	Participate in all required trainings.

Responsibility	Departments	ES&H Committee	HR ES&H Consultant	Employee
Periodic Reviews	Review injury records and investigate incidents for their cause. Perform hazard assessments as needed to identify hazardous conditions.	Assist as needed in conducting inspections of respective work areas. Complete annual wall-to-wall walk-through inspection of campus. Review and monitor effectiveness of APP.	Provide necessary support to departments and the ES&H committee in conducting periodic reviews.	Regularly report hazards and suggest improvements in processes to reduce preventable hazards.

**COLUMBIA BASIN COLLEGE
CHARTER FOR THE ENVIRONMENTAL SAFETY & HEALTH COMMITTEE**

Purpose:

Columbia Basin College ensures the College's Environmental Safety and Health (ES&H) Committee is created, maintained, and supported by a wide variety of departments, work areas, faculty, staff, and administration. The Washington Administrative Code, Part 296-800-130 includes requirements for the committee's composition and responsibilities. As a large employer, a safety committee is a method for communicating and evaluating safety and health issues in the workplace. The general purpose of CBC's ES&H Committee is to promote and enhance the safety and health of students, staff, and visitors who are present on campus or engaged in college-sanctioned activities or events. The ES&H Committee's focus is primarily on Environmental Safety and Health, as opposed to Emergency Preparedness and Campus Safety performed by the Campus Security & Safety Office, though there are areas of overlap and coordination of efforts.

Membership:

The ES&H Committee (the Committee) shall consist of employee-elected and employer-selected members. The number of employee-elected members must equal or exceed the number of employer-selected members. The term of the employee-elected member shall be one year, however, there is no limit on the number of terms a representative can serve. In the event of an employee-elected member vacancy, if there was no runner up in the election and it causes the employer-selected to exceed the employee elected members, a new member shall be elected. Terms shall be from January to December.

A. Employee-Elected – One year term (Jan-Dec) nominations accepted by Department Deans or Supervisors, elections arranged by ES&H Consultant.

1. Tammy Sanderson, Health Sciences
2. Amy Donovan, Math & Sciences
3. Cheryl Klym, Transitional Studies
4. Cozette Phillips, Arts & Humanities
5. Cara Anderson, Business & Computer Science
6. Eudelio Martinez, Social Sciences & Education
7. Alan Harwood, Career Technical Education Programs
8. Miriam Fierro, Student Services
9. Lendah Siah, Library & Instructional Services
10. Royce Cone, Administrative Services
11. Zana Carver, Faculty Senate Representative
12. Carol Groce, WPEA Selection Representative
13. Ralph Reagan, Administrative/Exempt Representative

B. Employer Designated – Standing Members

1. Michelle Stewart, HR ES&H Consultant
2. Vacant, Assistant Director for Capital Projects
3. Sandya Kesoju, Agriculture Research Director
4. Joshua Krieg, Campus Security Lieutenant
5. Levi Yencopal, Chemistry Stockroom Technician
6. Dana Steichen, Grounds Supervisor
7. Daniel Quock, Residence Life Director
8. Spencer Roland, Assistant Athletic Director

9. Julie Saraceno, Graphics & Printing Supervisor
10. Jesus Mota, Interim Career & Technical Education Dean
11. Jessica Miller, Director for Talent Acquisition & Benefits

C. Specific Responsibilities of Committee:

The Committee shall perform the following functions:

- Assist in in-house safety inspections as requested;
- Evaluate accident investigations to uncover trends;
- Review accident reports determining means of eliminating repeated accidents;
- Receive and evaluate employee suggestions;
- Review recommended safety improvements; and
- Monitor the health and safety programs effectiveness.

Committee members assist, as needed, in conducting inspections of their respective work areas to determine what hazardous conditions and/or practices exist. Inspections shall be conducted according to the following sources:

- Chapter 296-800 WAC and CBC's ES&H Programs & Plans;
- Employee suggestions; and
- Previous accident history of the College.

Inspection recommendations are reviewed and discussed at the next scheduled ES&H Committee meeting. Unresolved problems resulting from an inspection may be forwarded from the ES&H Committee to the respective supervisor of the department, division, etc.

An area supervisor shall follow-up Committee recommendations in one of the following ways:

- Carrying out the recommendations;
- Explaining why no action can be taken; or
- Proposing an alternative.

Committee Procedures:

The Committee has been established in order to assist in the detection and elimination of unsafe conditions and work procedures. The Committee operates under the following:

- Meetings shall be determined by the committee, with a minimum of nine meetings per year. Generally, meetings are held during the academic year on the third Friday of the month at 10:00 am on the Pasco Campus;
- The length of each meeting shall not exceed one hour except when needed;
- The Chairperson and Vice Chairperson shall be elected by the Committee;
- Subcommittees may be formed at the discretion of the committee; and
- Member attendance, subjects discussed, and documentation shall be maintained on file for a period of one year. Copies of the minutes shall be posted on the ES&H webpage.

Training proposed by the ES&H Committee, unless noted otherwise, is coordinated through Human Resources to ensure tracking, completion and award of any certifications. This does not prohibit department

or areas of the college from having trainings specific to the work area (e.g., custodial, grounds, maintenance, etc.). Many of the trainings are available for viewing on the ES&H web page at any time.

D. HR ES&H Consultant Responsibilities:

The consultant serves as a liaison and coordinate meetings, training, and other support for the committee. In addition, the Consultant performs the following:

- Work in support of prevention efforts of work-related injuries and illnesses and manage workers compensation claims filed with the Department of Labor & Industries (L&I) for employer response, oversight and monitoring;
- Assist employees with active workers compensation claims with return to work (i.e., under work restrictions, modified duty, L&I Stay at work program, etc.), as well as with other leave assistance in coordination with other Benefits staff;
- Develop an accident tracking system that also relates to payout of workers compensation and/or other safety related claims;
- Perform ergonomic evaluations of employee workspaces and provide ergonomic training, assistance and communication of tips and information to staff; and
- Remain current of federal and state occupational safety and health laws and regulations, including reporting and recordkeeping requirements, and monitor regulatory changes as they occur.

**COLUMBIA BASIN COLLEGE
ACCIDENT REPORT FORM**

To be completed immediately after an accident. Completion of the accident report does not indicate college liability.

(CBC Accident Report Page 1 completed by Injured Person)

Name of Injured:		Staff/Student ID #	
Please Circle as appropriate: Student Faculty Staff Visitor			
Address (City, State, Zip)		Telephone Number:	
Age:	Sex:	Date of Accident:	Time: AM / PM
Location of Accident:		Est. Dollar Amount of Damage:	
Accident Category: (circle) Motor Vehicle Property Damage Fire Bodily Injury Other_____			
Was Weather a Factor? Yes / No		Conditions: Cloudy Wet Snowy Sunny Other : _____	
Witness to Accident:		Witness to Accident:	
Name		Name	
Address		Address	
Telephone #		Telephone #	
Type of Assistance Offered, Rendered or Refused: _____			
By Whom: _____ Ambulance Identification: _____			
Time Assistance Requested: _____ AM / PM Response Time: _____ AM / PM			
Severity of Injury or Illness: (circle) Non-Disabling Disabling Medical Treatment Needed Fatality Other_____			
Part of Body Injured: (circle)		Type of Injury: (circle)	
Head	Hands	Wounds	Amputation
Eyes	Legs	Strain/Sprain	Burn
Arms	Toes	Hernia	Foreign Body
Trunk	Internal	Fracture	Skin (occupational)
Type of Clothing Worn by Injured Person:		Type of Footwear Worn by Injured Person:	
Detailed Narrative Description: (How did accident occur? Why? Objects, equipment, tools used? Circumstances? Assigned duties? Be specific. Use additional sheets as required).			
Signature of Injured Person:		Please Print Name:	
Date:			

(CBC Accident Report Page 2 completed by Instructor/Supervisor)

Was the injury caused by unsafe physical/environmental conditions at the time of accident? Be specific.	
Was the injury caused by an unsafe act by injured and/or others? Be specific.	
Was the injury caused by unsafe personal factors (improper attitude, lack of knowledge or skill, poor reaction)?	
Was the injury caused by the lack of personal protective equipment (protective glasses, safety shoes, safety hat, safety belt)?	
What can be done to prevent a recurrence of this type of accident (modification of machinery, mechanical guards, correct environmental training)?	
Unsafe Conditions (check basic cause)	Unsafe Acts (check contributing cause)
Inadequately guarded	Operating without authority
Unguarded	Operating at unsafe speed
Defective tools, equipment or substance	Making safety devices inoperative
Unsafe design or construction	Using equipment unsafely
Hazardous arrangement	Unsafe loading, placing, mixing
Unsafe illumination	Taking unsafe position
Unsafe ventilation	Working on moving or dangerous equipment
Unsafe clothing	Distraction, teasing, horse-play
Insufficient instruction	Failure to use personal protective equipment
Other:	Other:
Explain how the injury occurred:	
Why did the unsafe condition exist?	
List any physical disabilities:	
Actions taken to prevent similar injuries in the future:	
Instructor/Supervisor Name:	Instructor/Supervisor Signature:
Date:	

(CBC Accident Report Page 3 completed by Safety/Security Supervisor)

Temperature and Conditions 24 hours prior to Accident:	Walkways cleared by whom? List Names:
Date & Time walkways were cleared:	Department(s) :
Amount of accumulation of snow or ice:	If de-icing was used, estimate amount used:
Further Recommendations:	
Signature of Safety/Security Supervisor:	Date:

ACCIDENT REPORTING PROCEDURES

It is important all CBC faculty and staff observe safety rules and practice accident prevention in their classrooms, shops, labs and work areas. It would be advisable to ask students if there may be any reason they may need additional and or special assistance in the event of injury.

It is difficult to define procedures for every emergency. The following is a guideline for actions concerning an incident involving personal injury. **It is important to remember that an individual administering first aid should act within the scope of their qualifications and training.**

IF AN ACCIDENT OCCURS

1. The faculty or staff member present should assess the seriousness of the injury.
2. The injury is considered serious if the injury is life threatening, has the potential of being life threatening, or requires emergency hospital treatment.
3. If the injury is considered serious, emergency medical assistance should be summoned immediately (campus telephones call 9-911).
4. If the injury is considered serious, appropriate first aid treatment should be administered to reduce the threat to the life of the individual, or to insure that a person's condition does not deteriorate until professional medical assistance is available. Administer first aid with regard for Occupational Exposure to Bloodborne Pathogens.
5. After steps 1-4 have been completed, CBC Security should be notified for investigation of the accident.
6. If the injury is not considered serious, but may require emergency room treatment, the injured may request one of the following:
 - An ambulance be summoned for transport (at injured person's expense).
 - A family member be called for transport.
 - An alternative means of transport will be found by the injured person. If the injured party chooses an alternative means of transportation, the faculty or staff member should instruct the injured party not to operate a motor vehicle until after they have been examined by a doctor.
7. **At no time should students or staff be solicited or directed to transport an injured person.**
8. Secure the names and addresses of any witnesses. An Accident Report Form will be completed any time a personal injury/accident occurs, even if the injury is considered minor. Accident Report Forms are available at the Security Department or in division/department offices (see Appendix A). The appropriate portion of the Accident Report Form is to be completed by the injured party and faculty or staff member within 24 hours of the accident. The original will be submitted to the Security Department and one photocopy will be submitted to the Vice President of Administration. The Vice President of Human Resources and Legal Affairs receives a copy of employee accident reports.

COLUMBIA BASIN COLLEGE
SAFETY HAZARD REPORT FORM

From: _____

Department: _____ Phone Ext.: _____

Subject: **REPORT OF SAFETY HAZARD**

The following safety hazard was observed and should be corrected:

_____ Concerning Environmental Safety & Health Hazard (Send to [Michelle Stewart](#))
(E.g., confined spaces, ergonomic issues, hazardous waste disposal, electrical, safety equipment, & etc.)

_____ Concerning Other Campus Security/Safety Issues (Send to [Campus Security Office](#))
(E.g., AEDs, fire extinguishers, first aid kits, hazardous material leaks/spills, emergency handbook, & etc.)

Location: _____
(Specify exact place, i.e., building, room, distance from entrance, etc.)

Description of Hazard: _____

This condition was / was not (circle one) reported to:

(Name of Person and department, if reported)

Name of person who observed condition:

Signature of Supervisor

Date

Print Name

Print Name

**COLUMBIA BASIN COLLEGE
HAZARD ASSESSMENT FORM**

Department: _____

Section/Shop: _____

Work Location(s): _____

Job Functions/Activities: _____

Type of Hazards Present (check all that apply)	Describe Hazards	Personal Protective Equipment (check all that apply and describe specific PPE required e.g., splash goggles, face shields, hard hat, etc.)
<input type="checkbox"/> Impact (e.g., falling or flying objects, sand, dirt, dust, particulate, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Cuts/Penetration (e.g., cuts, punctures, lacerations, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Pinch/Crush/Roll-Over (e.g., moving machine parts, falling/rolling heavy equipment, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Chemical (e.g., pouring, mixing, splash hazards, washing/cleaning, etc.) <input type="checkbox"/> Flammable <input type="checkbox"/> Reactive <input type="checkbox"/> Toxic <input type="checkbox"/> Asphyxiant <input type="checkbox"/> Corrosive <input type="checkbox"/> Other		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Biological (e.g., infectious materials, human or animal tissue, blood or body fluids, biological toxins, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> Thermal (Hot/Cold) (e.g., torching, hot sparks, welding, working on steam systems, working with cryogenic gases, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Electrical (e.g., exposed electrical conductors, energized parts, electrical switch gear, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other (e.g., Hearing – Contact ES&H for Direction)
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Harmful Dust/Mists/Vapor (e.g., grinding, drilling, sanding, welding, brazing, soldering, working with silica dust, nanomaterials, animal bedding, allergens, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other (e.g., Respiratory – Contact ES&H for Direction)
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Light (Optical) Radiation (e.g., laser, UV light, optical, etc.)		<input type="checkbox"/> Eye/face
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Ionizing Radiation (e.g., X-rays, radioisotopes, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Noise (e.g., continuous noise, impact noise, intermittent noise, etc.)		<input type="checkbox"/> Hearing – Contact ES&H for direction
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other (e.g., slippery walking surfaces, working from heights, vibration, etc.)		<input type="checkbox"/> Eye/face <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Clothing <input type="checkbox"/> Foot/leg <input type="checkbox"/> Other
	Do hazards prohibit working alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Assessment Completed By:

Title:

Signature:

Date:

**COLUMBIA BASIN COLLEGE
ERGONOMICS PROGRAM – SYMPTOMS SURVEY**

Employee Name: _____ **Date:** _____

Job Title/Department: _____ **Work Location:** _____

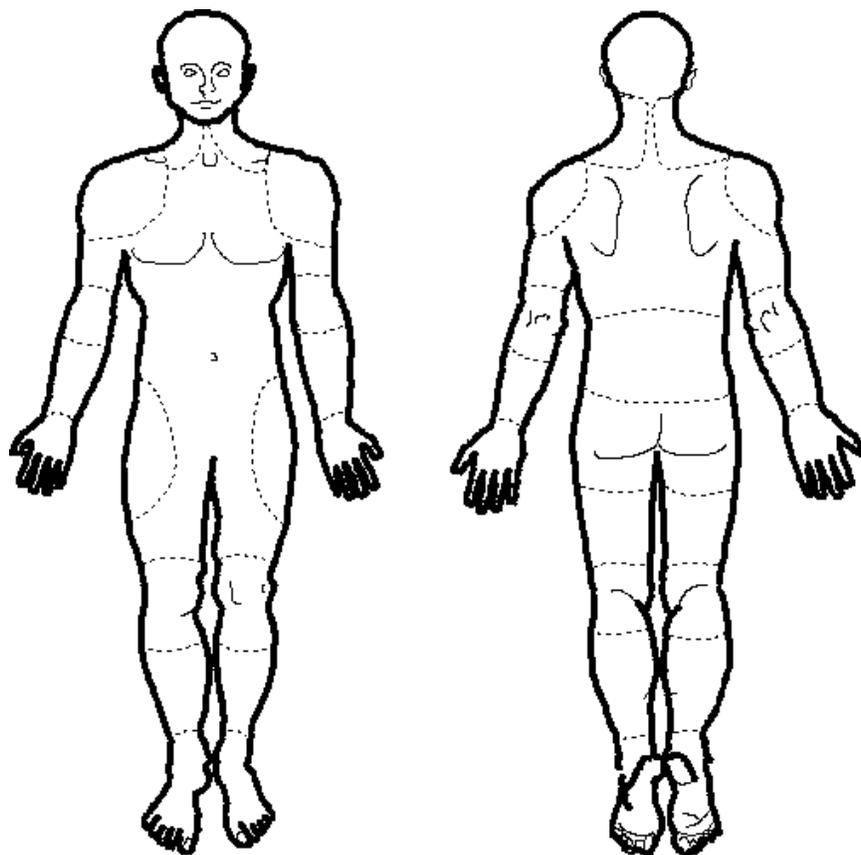
Work Schedule: _____ **Supervisor:** _____

Time on THIS job: Less than 3 months 3 months to 1 year 1 year to 5 years
 5 years to 10 years 10+ Years

Average Daily Computer Use: 0-2 Hours 2-4 Hours
 4-6 Hours 6+ Hours

Have you had any pain or discomfort during the last year?
 Yes No (If NO, stop here)

If YES, carefully shade in the area(s) below which bother you the MOST:



Employee Name: _____

Please complete a separate page for each area of concern.

Check area of concern:

- | | | | | |
|-------------------------------------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Neck | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Elbow/Forearm | <input type="checkbox"/> Hand/Wrist | <input type="checkbox"/> Fingers |
| <input type="checkbox"/> Upper Back | <input type="checkbox"/> Lower Back | <input type="checkbox"/> Thigh/Knee | <input type="checkbox"/> Lower Leg | <input type="checkbox"/> Ankle/Foot |

1. Please put a check by the word(s) that best describe your area of concern:

- | | | | | |
|---------------------------------------|------------------------------------|--|--|-------------------------------|
| <input type="checkbox"/> Aching/Cramp | <input type="checkbox"/> Burning | <input type="checkbox"/> Loss of Color | <input type="checkbox"/> Numbness/Tingling | <input type="checkbox"/> Pain |
| <input type="checkbox"/> Swelling | <input type="checkbox"/> Stiffness | <input type="checkbox"/> Weakness | <input type="checkbox"/> Other | |

2. When did you first notice the issue? _____ months OR _____ years ago

3. How long does each episode last? (please check)

- | | | |
|--|--|---|
| <input type="checkbox"/> Less than 1 hour | <input type="checkbox"/> 1 hour to 24 hours | <input type="checkbox"/> 24 hours to 1 week |
| <input type="checkbox"/> 1 week to 1 month | <input type="checkbox"/> 1 month to 6 months | <input type="checkbox"/> 6+ months |

4. How many separate episodes have you had in the last year? _____

5. What do you think caused the issue? _____

6. Have you had any issues with this area in the last 7 days? Yes No

7. How would you rate this issue? Mark an X on the line below.

RIGHT NOW: **No Pain** _____ **Unbearable**

AT ITS WORST: **No Pain** _____ **Unbearable**

8. Have you had medical treatment for this issue? Yes No

If yes, what was the diagnosis? _____

9. How much time have you lost from work in the last year because of this issue? _____ days

10. How many days in the last year were you on modified duty because of this issue? _____ days

11. Have you changed jobs because of this issue? Yes No

12. Please comment on what you think would improve your symptoms: _____

Please return completed form to the HR ES&H Consultant at MS-A2 or mstewart@columbiabasin.edu

**COLUMBIA BASIN COLLEGE
NEW EMPLOYEE SAFETY & HEALTH ORIENTATION CHECKLIST**

Employee Name: _____ **Office Phone/Extension:** _____

Job Title/Department: _____

Supervisor Name: _____

New Employee Safety & Health Orientation Topics

Human Resources Review	
<input type="checkbox"/>	Location of CBC's Accident Prevention Program (APP)
<input type="checkbox"/>	APP overview
<input type="checkbox"/>	Environmental Safety & Health (ES&H) Committee overview
<input type="checkbox"/>	Emergency Handbook overview
<input type="checkbox"/>	Reporting work-related injuries and illnesses
<input type="checkbox"/>	Reporting unsafe practices and conditions
<input type="checkbox"/>	Fire-related emergency training
<input type="checkbox"/>	Proper lifting techniques; avoiding slips, trips and falls
<input type="checkbox"/>	Ergonomics Program
<input type="checkbox"/>	Hazardous materials
Human Resources Signature:	Date:

Department/Supervisor Review	
<input type="checkbox"/>	Location and operation of emergency equipment (first aid kits, eyewash stations, etc.)
<input type="checkbox"/>	Location and names of building captains and representatives (first aid trained)
<input type="checkbox"/>	Potential hazards on the job
<input type="checkbox"/>	Care and use of required Personal Protective Equipment (PPE)
<input type="checkbox"/>	Personal work habits and safe work procedures
<input type="checkbox"/>	Supplemental ES&H Plans relevant to employee's position and work
Supervisor Signature:	Date:

I have received orientation on the items listed above. I understand my role in creating a safe and healthy workplace by reporting immediate safety issues to my supervisor(s), following the chain of command, and other safety issues to ES&H Committee for review and action as necessary in order to maintain a safe and healthy work environment at CBC.

Employee Signature: _____ **Date:** _____

Routing: Original returned to Human Resources Office MS-A2, Due Date _____

**COLUMBIA BASIN COLLEGE
SAFETY INSPECTION FORM**

Building/Department:**Area(s) Inspected:****Inspected By:****Date:**

ITEM	YES	NO	CORRECTIVE ACTION - DATE
1. Is there litter or spilled liquid on the floor?			
2. Are floor surfaces chipped: does carpeting show worn spots or holes?			
3. Are warning signs posted near cleaning areas, repair work or redecorating efforts?			
4. Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?			
5. Are restrooms kept clean and floors dry?			
6. Do cords present a tripping hazard?			
7. Do cords look frayed?			
8. Are cords draped over hot pipes and/or appliances?			
9. Are flimsy extension cords in use?			
10. Are all appliances connected with three-pronged plugs?			
11. Are electrical outlet boxes or bonnets exposed so that they present a hazard?			
12. Are cover plates for electrical switches or receptacles cracked or broken?			
13. Do employees stand on chairs, desks, boxes, drawers, or other improvised ladders?			
14. Do employees lean way back in chairs with their feet off the floor?			
15. Do employees put tops on cups of coffee or other liquids while carrying them through the office?			
16. Do employees run in the office?			
17. Are stairwells well lit?			
18. Are stairway handrails, treads and/or risers in good condition?			
19. Are stairs free of litter, spills or clutter?			
20. Are desk or file drawers left open?			
21. Are files, lockers, cabinets, and bookcases bolted securely?			
22. Is more than one file drawer open at once?			
23. Are files top-heavy with empty drawers at the bottom and full drawers on top?			
24. Are transparent glass doors marked so they can be seen?			
25. Must employees step up or down to go through a doorway? If so, is a warning sign posted?			

ITEM	YES	NO	CORRECTIVE ACTION - DATE
26. Do self-closing doors have too much spring tension?			
27. Is machinery turned off when not in use?			
28. Do employees wear dangling jewelry or clothing, such as a men's necktie, around machinery?			
29. Are employees using spike files (a piece of metal about four (4) to six (6) inches in length that are attached to a small board and is designed to hold papers, especially receipts)?			
30. Are pencils kept in pencil holders with the points down?			
31. Are paper cutters kept in a safe location with the blade secured in the down or closed position?			
32. Are razor blades or pins kept with paper clips?			
33. Are fire exits clearly marked?			
34. Are fire extinguisher locations marked in such a way that they are visible from a distance?			
35. Are fire extinguisher tags current?			
36. Are fire extinguishers readily available?			
37. Do all employees know the locations of the exits, alarms, and extinguishers?			
38. Are nonflammable liquids used whenever possible?			
39. Are flammable liquids/fluids stored in approved containers?			
40. Are emergency numbers for medical, fire, law enforcement/security and ambulance posted?			
41. Are fire drills conducted frequently?			
42. Do designated smoking areas have ashtrays?			
43. Are combustible materials stored near machinery or heat sources?			
44. Are features of fire protection, such as sprinklers, fire alarms and hoses, kept clean and in good working order?			
45. Are the tags on the features of fire protection current?			
46. Are doors to enclosed stairwells kept closed at all times?			
47. Are company parking lots well-lit and clearly marked?			
48. Is medical help readily available?			
49. Are adequate first-aid supplies available?			
50. Are all incidents/accidents properly reported, investigated and documented?			
MISCELLANEOUS			
51. Are Safety Inspections conducted in accordance with the time frame specified in the College's Accident Prevention Program?			

ITEM	YES	NO	CORRECTIVE ACTION - DATE
52. Are Safety Meetings conducted in accordance with the time frame specified in the College's Accident Prevention Program?			
53. Are Hazard Control Logs posted throughout the workplace?			
54. Is the Worker's Compensation Notice of Compliance posted?			
55. Is the safety bulletin board current?			
56. Do drivers of College vehicles use safety belts?			
57. Are there items carried over from previous reports?			

OVERALL EVALUATION		
EXCELLENT		
SATISFACTORY		
UNSATISFACTORY		