

Safety Responsibilities and Accident Reporting Requirements

Employee / Volunteer Responsibilities:

1. Perform work activities or operate equipment for which you are authorized and properly trained. This includes but is not limited to: lawn mowers, tractors, power tools, ladders, chain saws, etc. Supervisors must authorize, arrange, and document training.
2. Report hazardous conditions to supervisor or safety committee. Do not operate unsafe equipment.
3. Understand and follow the procedure for reporting accidents.
4. Observe all hazard warnings and no smoking signs.
5. Observe and follow safe operating procedures for all equipment.
6. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment. Do not remove protective devices. Inform supervisor if protective devices have been removed or are inoperative.
7. Frayed, torn or loose clothing, and jewelry or long unrestrained hair is not to be worn near moving machinery or other sources of entanglement or around electrical equipment.
8. Follow safe work habits:
 - Read and follow product labels and equipment manufacturer's manuals.
 - Refrain from horseplay, fighting and distracting fellow employees.
 - Understand and use proper lifting techniques
 - Maintain good housekeeping.
 - Keep emergency exits, aisles, walkways and working areas clear of slipping and tripping hazards.

9. Use and properly care for your Personal Protective Equipment (PPE). Immediately inform your supervisor if safety equipment is faulty or needs replacement
10. Know the location and use of:
 - First aid kits
 - Emergency procedures (chemical, fire medical, etc.)
 - Emergency telephone numbers
 - Qualified first aiders and their names
 - Emergency exit and evacuation routes
 - Fire fighting equipment
11. Use agency vehicles in a proper manner within and outside of the facility
12. Participate in scheduled safety meetings at least monthly.

NOTE: This list covers some, but not all common occupational hazards for most State Park facilities. Other workplace hazards and/or hazardous duties may also need to be addressed for each different facility.

Supervisor's Responsibilities:

- Ensure compliance of the agency's safety procedures for all staff within their facility or management area.
- Ensure legal and procedural compliance with the requirements outlined in the APP.
- Identify and coordinate required safety training for all staff within their facility or management area.
- Accurately document and store employee safety training records on-site.

Employee Health and Safety Program's Responsibilities:

- Develop and implement an Accident Prevention Program including the establishment of requirements, procedures, guidelines and standards consistent with WAC 296-800-140.
- Conduct annual review of the agency's APP and other occupational health and safety requirements to ensure compliance with state and federal laws and agency needs.
- Identify employee health and safety training requirements. Provide technical assistance in coordinating specific training program requirements or develop new safety training programs as required by state and federal regulatory agencies.
- Serve as the liaison with L&I for proper interpretation of requirements and resolution of occupational health and safety issues or citations.
- Provide technical assistance to agency personnel on employee health and safety issues.
- Coordinate and conduct on-site facility safety inspections for the agency.
- Review, revise, and update agency policies, procedures, and written program manuals as necessary.
- Approve purchasing requests for specialized safety equipment.

Reporting and Investigating Workplace Accidents

Employee / Volunteer Responsibility:

Any employee or volunteer who sustains an on-the-job injury must notify their supervisor and are encouraged to seek immediate medical care as necessary. Even if it is a minor injury, the employee still needs to report it to their supervisor. The injured employee and their supervisor must thoroughly complete, sign, and date the Workplace Accident / Near Miss Report, (P&R A-262) and submit it via email to the Employee Health and Safety Office at Headquarters within 24 hours, or as soon as possible. If the injured employee is unable to complete the form due to the severity of their injury, the supervisor shall complete the employee's portion of the form to the best of their knowledge and email it to the Employee Health and Safety Program.

Supervisor Responsibility:

It is extremely important that the supervisor conducts a thorough accident investigation as soon as possible in Section #3 of the P&R A-262, followed by timely accident reporting, and follow up accident prevention training and corrective actions. All supervisors must:

- Secure the scene, notify emergency response and administer First Aid/CPR as necessary. Attend to any imminent hazards at the accident scene (place warning signs, etc.).
- Notify the Employee Health and Safety Office of any workplace injury sustained by Agency employees (including volunteers) within 24 hours. If there is an employee or volunteer fatality or in-patient hospitalization, the Employee Health and Safety Office must be notified within eight hours of the accident or as soon as possible.
- Conduct a thorough accident investigation and submit form P&R A-262 to the Employee Health and Safety Office within 24 hours. If more time is needed to conduct a thorough accident investigation, a preliminary report needs to be forwarded immediately, followed by the completed investigation within 3 days.

- Witness statements, photographs, etc. are to be included when possible.
- All information regarding the workplace accident must be verified and documented; including the date, time, and exact location of the accident. The facts and findings, causes, probable causes and risk of reoccurrences must also be included.
- Unless the accident scene presents imminent danger, equipment or hazards involved in an accident must not be moved until an investigation can be conducted.
- Assist any Employee Health and Safety Program staff and L&I investigators as requested.
- Follow up safety training is to be conducted and documented to prevent similar accidents.

Employee Health & Safety Program:

- Document initial notification of all employee/volunteer work related accidents or near misses.
- If hospitalization, in-patient care, or a fatality is possible, the EH&S Program will notify Labor and Industries within eight hours of the accident or as soon as possible.
- The EH&S Program will assist in the accident investigation depending on the severity.
- Review each supervisor's accident investigation and cause(s) of accident.
- Assist & ensure proper corrective action is taken to prevent reoccurrence and gain/maintain regulatory compliance

Routing for all Employee Accident Reports (Form P&R A-262)

- Email original to the Employee Health and Safety Office
- Copy to Park File
- Copy to Region