

RESOLUTION 2022 - 35

(Adopting Accident Prevention Program and Policy for Employees)

WHEREAS, The Board of County Commissioners sets work related policies for Employees.

WHEREAS, WAC 2960800-140 requires a formal written accident prevention program as described in Washington Industrial Safety and Health Act (WISHA) regulation.

WHEREAS, Washington State Department of Labor and Industries added Outdoor Heat Exposure procedures as an addendum to the Accident Prevention Program.

NOW, THEREFORE, BE IT RESOLVED, that the Skamania County Board of Commissioners hereby set the following attached Updated Accident Prevention Program policy for Skamania County to be in compliance with Washington State Department of Labor and Industries regulations.

PASSED IN REGULAR SESSION this 23<sup>rd</sup> day of August 2022.

ATTEST:



Debbie Glave  
Clerk of the Board

SKAMANIA COUNTY  
BOARD OF COMMISSIONERS

[Signature]  
Commissioner

[Signature]  
Commissioner

[Signature]  
Commissioners

APPROVED as to form only:  
[Signature]  
Skamania County Prosecuting Attorney

Aye 3  
Nay 0  
Abstain 0  
Absent 0

# **ACCIDENT PREVENTION PROGRAM**

**SKAMANIA COUNTY**

**YOUR WRITTEN PROGRAM CAN ONLY BE EFFECTIVE IF IT IS  
PUT INTO PRACTICE!**

# Accident Prevention Program

---

## SKAMANIA COUNTY

**Element 1 - Safety Orientation:** Each employee will be given a safety orientation by Human Resource of the safety policy and the Department you work for will provide protocol training when first hired. The orientation will cover the following items if necessary:

**1. A description of the accident prevention program:**

- We have a formal written accident prevention program as described in Washington Industrial Safety and Health Act (WISHA) regulations(WISHA) (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in Part 2 below.
- We also have basic safety rules that all employees must follow. They are:
  - Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
  - Do not remove or disable any safety device! Always keep guards in place on operating machinery.
  - Never operate a piece of equipment unless you have been trained and are authorized.
  - Use your personal protective equipment whenever it is required.
  - Obey all safety warning signs.
  - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
  - Do not bring firearms or explosives onto company property.
  - Smoking is only permitted outside the building away from any entry or ventilation intake.
  - Horseplay, running and fighting are prohibited.
  - Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

**2. How and when to report injuries. Where first aid facilities are located.**

- If you are injured or become ill on the job, report this to your Department Head/Elected Official or their designee immediately and the department forwards to Human Resources within 48 hours.
- There is a first aid kit located in all vehicles and all facilities.
- We require all supervisors to have first aid/CPR training.
- Call 911 when necessary.

**3. How to report unsafe conditions and practices.**

- If you see something that is unsafe or someone working unsafely, immediately report it to your Department Head/Elected Official or their designee immediately.

#### **4. What to do in an emergency including how to exit the workplace.**

- An evacuation map for the building is posted . It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

#### **Fire Emergency**

- You will be trained on how to use a fire extinguisher as part of your employer's fire emergency action plan.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
  - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers and if you are following your employer's fire emergency action plan).
  - If the fire grows or there is thick smoke, do not continue to fight the fire.
  - Tell other employees in the area to evacuate.
  - Go to the designated assembly point outside the building.

#### **Earthquake Emergency**

- During an earthquake:
  - If you are inside a building:
    - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
    - When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
    - Evacuation should proceed as quickly as possible since there may be aftershocks.
    - Supervisors must account for each employee in their work group as quickly as possible.
    - First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
    - If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure
      - Supervisors and first aid employees must not re-enter the building once evacuation is complete.
    - Do not approach or touch downed power lines or objects touched by downed power lines.
    - Do not use the phone except for emergency use.
    - Turn on a radio and listen for public safety instructions.
  - If you are outside: Stand away from buildings, trees, telephone and electric lines.
  - If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

#### **5. Identification of hazardous chemicals used at this location.**

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. The department designee will provide a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before any employee is allowed to work with them or to work in an area where they are used.

## 6. Use and care of required personal protective equipment (PPE).

- Some tasks in our company require an employee to wear PPE to protect against injury.
- You will be instructed by *your* department head/elected official or their designee using the manufacturer's instructions that are attached to this program how to use and care for these PPE.

## 7. On-the-job training about what you need to know to perform the job safely.

- Before you are first assigned a task, *Department Head/Elected Official or their designee* will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

## Element 2 - Safety Committee

- Our committee will consist of see Skamania County Personnel Policy Safety Committee and Skamania County Safety policy.
- Employees will elect from among themselves a representative to be on the committee by ballot or union decision.
- The safety committee members will elect a chairperson.
- The regularly scheduled meeting is 2<sup>nd</sup> Thursday of every month 7:30 a.m. Human Resource Office. This may be changed by vote of the committee.
- A committee member will be designated each month to keep minutes. **OR** Safety Officer/Human Resource will keep minutes.

## Employee Safety Meetings

- Each office will hold a safety meeting with their employees periodically to discuss safety protocols. Road Crew, Mechanics, Buildings and Grounds, Solid Waste and Noxious Weed will hold safety meetings weekly. All employees of the department are required to attend.
- The leader of the meeting will designate a person to document attendance and the topics discussed.

## Outdoor Heat Exposure Addendum to the Accident Prevention Program

Department Heads/Elected Officials and their designees will evaluate and consider the specific conditions (i.e., temperature and type of clothing worn) during your worksite activities to successfully tailor this addendum and the procedures.

**Purpose:** To prevent heat-related illnesses and injuries every May-September.

Workers and supervisors share responsibility for safety at the jobsite. This includes watching out for yourself and others because heat illness can quickly become a life-threatening condition if unnoticed or ignored. Speak up if you notice anything that could be unsafe or result in someone getting hurt or sick.

### Covered Workers

Anyone working outdoors more than 15 minutes in any 60-minute period is covered by this program when temperatures are:

- As low as 52°F and up to 76°F if you are wearing non-breathable clothing or clothing that provides a vapor barrier like rain gear or chemical-resistant suits.
- Between 77 and 88°F if you wear double-layer woven clothing like sweatshirts, coveralls, or jackets on top of other clothes.
- At or higher than 89°F when you wear any other type of clothing like typical shirts and pants.

Some people are more susceptible to heat sickness than others. This includes anyone who comes to work dehydrated or who isn't used to the heat. Also, heat waves can make everyone more susceptible to getting sick, even young and healthy workers.

## 1. Shade or Alternatives

The purpose of shade is to cool your body down to prevent or recover from the heat. Anything that defeats the purpose of shade or that discourages you from using it is **not** acceptable and must be reported to and addressed by the Department Head/Elected Official or their designee.

We will provide enough shade to fully cover everyone taking a break at the same time with room to sit comfortably in a normal posture. Use this shade whenever you need to cool down, so you don't get overheated and during any required, cool-down rest period.

For our work sites, we will ensure you have ready access to shade, or some other cooling alternative, always. Here is what you can expect at our jobsites:

- We will provide air-conditioned vehicles or airconditioned facilities.

Department Head/Elected Official or their designee is responsible to ensure shade (or an acceptable alternative) is provided at the job site. That person will:

- Assess the need for shade at the jobsite based on the size of the crew, the available means for shade or other cooling methods, the proximity to work areas, and other factors that affect the provision of shade or alternatives.
- Ensure shade or other alternatives are set up properly.
- Encourage you to use shade to prevent heat illness or to recover you start to feel sick.

## 2. Hydration

Drink water before work so you start your day hydrated.

We will ensure you have access to water in portable bottles and coolers in shaded break areas near workers.

Don't wait to be thirsty to drink; and drink small amounts often throughout the day to stay hydrated.

**Drink at least 1 cup every 15-20 minutes.**

Sport drinks low in sugar are okay. Avoid drinks with caffeine and high sugar content like sodas because they won't hydrate you.

Department Head/Elected Official or their designee is responsible to ensure enough suitably cool water to allow you to drink at least a quart each hour.

### **3. Adjusting to Heat (Acclimatization)**

It can take 7-14 days to fully adjust to hot working conditions. Most of this adjustment (also called acclimatization) happens in the first 4-5 days. Acclimatization is lost if you are away from hot conditions for a week or more.

If you are newly assigned to work in the heat and are covered by this program, you should acclimatize as follows:

- Day 1 - build a tolerance to heat by working at 20% of normal rate
- Days 2-5 - add another 20% each day)

In addition, Department Head/Elected Official or their designee will ensure you and other acclimatizing workers are closely observed for signs and symptoms of heat illness over a 14-day period. That person will ensure observation and communication is provided as follows:

- Department Heads/Elected Officials or their designee will use to observe and communicate with acclimatizing workers radio or cell phone equipment to check in every hour as long as reception is dependable at the job site. If reception is not dependable, you will be assigned a "buddy" who will personally check in with you at least every hour to determine to see if you may be experiencing signs or symptoms of heat illness.

In addition to newly assigned workers, workers who have been away from the heat for a week or more and crews working during a heat wave should also follow our acclimatization practices detailed above.

### **4. Cool-down Rest Periods**

When covered by this program you are encouraged to take a cool down rest period anytime to prevent overheating.

Furthermore, **when the temperature reaches 89°F, every worker is required to take at least a 10-minute cool down rest period every 2 hours** and Department Head/Elected Official or their designee is responsible to ensure everyone is being observed for signs and symptoms of heat illness by using a buddy system where everyone will be assigned a buddy to keep a close eye on each other and take action to prevent or respond to signs or symptoms of heat illness.

All cool-down rest periods are paid time unless taken during a meal period.

Any worker who starts to experience heat illness must be relieved of duty, allowed to safely cool down, and be closely monitored to verify they are okay or need prompt medical attention.

**Never leave someone experiencing heat illness alone.  
They could get worse, and even die!**

## 5. Training

Each year, the departments that have employees that work in the heat will review their safety protocol training on the dangers of outdoor heat exposure, the protective measures, and actions the employees and supervisors must follow to prevent heat-related illness.

Additional training will be scheduled and provided for new hires and anyone who needs a refresher.

Department Heads/Elected Officials or their designee will ensure training has been given through handouts and online videos and other training resources. These can be found at [Lni.wa.gov/HeatSmart](http://Lni.wa.gov/HeatSmart) and [Lni.wa.gov/videos](http://Lni.wa.gov/videos). Make sure that you are providing training in a language and manner that employees and supervisors will understand. That may include providing language assistance to ensure that employees understand and feel comfortable asking questions.

Workers need to be aware that:

- Heat can make them sick, and how to recognize the common signs and symptoms of heat-related illness in themselves and coworkers. For most workers, common conditions are heat rash, heat cramps, heat exhaustion and heat stroke.
- Environmental factors increase risk for heat-related illness such as higher temperatures, humidity, sunlight (working under direct sunlight makes it feel significantly hotter), additional sources of heat like powered equipment and asphalt, no wind, level of physical activity, and wearing of personal protective equipment (PPE) or layers of clothing.
- Personal factors that may increase susceptibility to heat-related illness including age, not being acclimatized, having medical conditions such as hormonal and heart issues and diabetes, dehydration, and use of substances that can affect the body's response to heat like drugs, alcohol, caffeine, nicotine, and medications.
- Removing heat-retaining PPE such as non-breathable chemical resistant clothing during all breaks is necessary to allow their body to cool down.
- Staying well hydrated by drinking small quantities of water or other acceptable beverages frequently throughout the day is a top priority to prevent heat illness.
- An acclimatization period of 14 days for workers newly assigned to work in the heat is highly important for their safety and why they may need to re-acclimatize if they spend a week or more away from the heat.
- Cool down rest periods are taken to prevent or recover from heat illness, they are mandatory when temperatures are 89°F or hotter and are paid time unless taken during a meal period.
- The purpose of shade is to allow the body to cool down and anything that defeats that purpose or discourage or deters use of shade is unacceptable. Workers also need to know the employer's procedures for providing shade (or alternative ways to cool off) including locations and how to access.
- When the temperature reaches 89°F or hotter, everyone must be closely observed for signs and symptoms of heat illness; and how the employer will ensure observation and communication for crews and lone workers.
- Heat illness can progress quickly and how to immediately report signs or symptoms of heat-related illness they experience or observe in coworkers, and how to **immediately** respond to prevent the situation from



becoming a medical emergency. They will also need know how to identify and what to do during a heat-related medical emergency (e.g., potential heat stroke).

Supervisors need to know the following (In addition to what is detailed for employees above):

- The procedures to follow to implement the heat-related illness prevention plan including the acclimatization schedule, how to keep track of environmental conditions throughout the day, when to increase the number of breaks or stop work early, to check that workers are accessing shade and water (especially for mobile operations), encourage them to stay hydrated, and communicate with lone workers to ensure they are safe.
- Type of shade or cooling method that will be provided for all employees and where it's located. For example: when to provide alternative cooling methods like cooling vests and gel-filled bandanas or effective means.
- Close observation procedures at or above 89° F.
- What the Supervisor needs to do if an employee shows signs and symptoms of possible heat-related illness including appropriate emergency response procedures including how to transport any affected employees to a medical service provider.

## **6. Responding to Heat-related Illness**

Let a supervisor or someone nearby know if you or a co-worker is experiencing any signs or symptoms of heat-related illness and take immediate action to ensure things don't get dangerously worse.

1. Time is critical. Quick action increases the chances for a full recovery. Get the worker away from the hot area and into the cool shaded area provided.

Move employee to shaded area either inside airconditioned vehicle or airconditioned facility.

2. Let the worker rest and drink cool water, removing PPE, and first aid kits for ice packs.
3. Never leave an employee who is experiencing heat-related problems alone, things could get worse. If Department Head/Elected Official or their designee is communicating via radio or cellphone or phone they should stay on the line to monitor their recovery and the need to contact emergency services.
4. If the employee does not respond quickly, call 911 for emergency medical services.
5. If the employee is in a remote or non-developed area with unidentified roads, or cell or radio service is unavailable move or transport them to a place where they can be reached by emergency medical services or send someone to an area, they can get cell service to call 911. If necessary, send someone to meet emergency services to show them where you are located.

If the employee receives medical attention get a written authorization from the provider that the worker can get back to work and if there is any restriction or limitations.