

# Accident Prevention Program



## SDOT Safety & Health Policy Statement

The safety of Seattle Department of Transportation (SDOT) employees is our first priority. A work environment free of recognized hazards is critical for our success; it reduces the risk of injuries, lowers costs and increases morale and productivity.

SDOT is committed to providing a safe workplace for all employees and has developed a program for injury prevention that involves employees, supervisors and department leadership. The basic safety policy of our department is that no task is so important that an employee should violate a safety rule or risk an injury or illness in order to get the job done.

Safety is a shared responsibility at SDOT. Employees are required to comply with all department safety rules and are encouraged to actively participate in identifying ways to make our department a safer place to work. Supervisors are responsible for the safety of their employees and, as a part of their daily duties, must check the workplace for unsafe conditions, watch for unsafe actions and take prompt action to eliminate any hazards. Management will do its part by devoting the resources needed to support safety programs.

Collectively, we must all take steps to identify and correct hazards. We must plan for foreseeable emergencies and provide appropriate training for all staff. And, we must ensure that departmental safety policies are followed through corrective actions.

Safety is a team effort – let us all work together to keep SDOT's team members safe.



Scott Kubly, Director  
Seattle Department of Transportation

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Date

## Contents

Seattle Department of Transportation Safety Principles.....	3
1. Purpose and Introduction.....	4
2. Scope and Application .....	4
3. Program Review & Update .....	4
4. Policy Statement/Summary.....	4
5. Responsibilities.....	5
5.1 Department Director .....	5
5.2 Deputy Directors.....	5
5.3 Division Directors and Managers .....	5
5.4 Supervisors & Crew Chiefs.....	5
5.5 Employees .....	6
5.6 Safety and Health Division.....	8
6. Employee Participation .....	8
6.1 Safety Committees .....	9
6.2 Safety Meetings for Divisions and Workgroups .....	10
6.3 Safety Bulletin Boards.....	11
7. Vehicle Safety .....	12
7.1 Preventative Maintenance .....	13
8. Hazard Identification .....	14
8.1 Site Audits.....	14
8.2 Supervisor/Crew Chief Inspections .....	14
8.3 Personal Protective Equipment (PPE) Hazard Assessment .....	15
8.4 Accident and Incident Investigations .....	15
8.5 Accident/ Injury Reporting .....	16
8.7 Reporting Unsafe Conditions.....	17
8.8 Striking Vehicles, Pedestrians or Property .....	17
9 Record Keeping.....	19
10 Hazard Control .....	19
10.1 Engineering Support and Administrative Controls.....	20
10.2 Personal Protective Equipment (PPE) .....	20
Eye and Face Protection.....	21
Fall Protection – See Attachment 5 .....	21
Protective Footwear .....	22
Safety-toe Footwear .....	22
Gloves.....	23
Hard Hats .....	23
Hearing Protection (WAC 296-817) .....	24
Leg Protection (WAC 155-211) .....	25
Respiratory Protection.....	26

	High Visibility Garments.....	27
11	Fit for Duty and Drug-Free Workplace.....	27
12	Disciplinary Procedures.....	28
13	Emergency Preparedness .....	28
14	First Aid and CPR.....	28
15	Education and Training .....	28
15.1	Initial Safety Orientation.....	29
16	Additional Safety Programs .....	29
16.1	Outdoor Heat Exposure .....	29
17	Selected References.....	31
	<b>ATTACHMENTS.....</b>	<b>33</b>
	Attachment 1-Injury Reporting Procedures.....	34
	Attachment 2-Report of Minor Injury/Incident .....	35
	Attachment 3-SDOT Job Orientation Checklist.....	36
	Attachment 4-Hazard Assessment Checklist .....	37
	Attachment 5-SDOT Fall Protection Program .....	39
	Attachment 6-Vehicle Collision Instructions for Drivers.....	48
	<b>SUBJECT INDEX.....</b>	<b>49</b>

## Seattle Department of Transportation Safety Principles

**No job is so important and no service is so urgent that we cannot take time to perform our work safely!**

### Safety is integral to SDOT's success

- We are committed to the safety and health of our greatest resources...our employees and the public
- Working safely makes sound financial sense...it is cost effective
- Safety and quality leads to productivity
- We will ensure employees receive the proper training and equipment to safely perform their jobs

### Attitudes Contribute to Safe Work Environments

- No job we do is worth risking an accident
- We are committed to accident prevention

### Everyone is Accountable for Safety

- We have incorporated accountability standards and apply them consistently
- We track, communicate, and address safety accidents/incidents
- We encourage an environment that supports employees who report unsafe acts or practices

### Everyone is Responsible for Safety

- We are expected to intervene to correct unsafe acts or practices
- We are expected to work safely and look out for our co-workers
- Unsafe behavior by one person can jeopardize the safety of others
- Shortcuts eventually lead to accidents

## 1. Purpose and Introduction

The purpose of the Seattle Department of Transportation's Accident Prevention Program (SDOT's APP) is to:

- Provide a statement from the Department Director on the importance of safety
- Communicate SDOT's Safety Principles to all SDOT employees
- Describe to SDOT employees their responsibilities regarding safety
- Explain the program participation options for employees
- Establish the methods and requirements by which hazards can be anticipated, recognized, evaluated, eliminated and/or controlled
- Explain the procedures to be followed if an accident or incident occurs
- Describe personal protective equipment (PPE) to be used by employees
- Outline safety education and training programs for employees

**The services of Seattle Department of Transportation are diverse, and the facilities and employees are geographically scattered around the Puget Sound area. Therefore, SDOT employees must understand that personal safety and accident prevention require individual responsibility and team cooperation. This program cannot cover or anticipate every conceivable hazard that employees may encounter, but it can provide requirements, outline procedures and suggest resources which can enable us to work safely. Besides this policy, there are several other safety policies and programs which address specific safety concerns that must be followed by SDOT employees. These programs are provided on the SDOT Safety web site <http://inweb/sdot/safety/> and/or by request through the SDOT Safety & Health Section.**

## 2. Scope and Application

This program shall apply to all Seattle Department of Transportation's (SDOT) employees.

## 3. Program Review & Update

The APP will be updated by the SDOT Safety & Health Section as regulations change or conditions warrant.

## 4. Policy Statement/Summary

It shall be the policy of Seattle Department of Transportation for all employees to adhere to the requirements of this policy and take an active role in preventing on-the-job accidents and/or injuries. Each employee shall take personal responsibility for their safety and the safety of those working with them.

## 5. Responsibilities

Every employee has a personal responsibility for his/her individual safety and the safety of others working with them. Provided below are further responsibilities for both Management and employees.

### 5.1 Department Director

Approve and provide ongoing support of the APP.

### 5.2 Deputy Directors

Assist the Department Director as needed to support this program, including providing adequate funding for training and equipment as needed to comply with regulatory requirements.

### 5.3 Division Directors and Managers

SDOT Division Directors have the important responsibility of providing safety leadership. Their leadership will be evaluated by their conduct and actions, through their annual Performance Review.

#### 5.3.1 DIVISION DIRECTORS

- Support all safety programs
- Participate in implementing the APP and all Safety & Health programs
- Provide budgetary support of safety goals and objectives as well as safety equipment and training

#### 5.3.2 DIVISION MANAGERS

- Conduct periodic inspections and observations of work practices and physical conditions, and take prompt corrective action to address unsafe behavior or dangerous physical hazards to employees and the public
- Review & submit completed accident and injury investigation reports per established time periods
- Support employee participation in Safety Committees, Safety Meetings and other safety related projects
- Notify their Leadership Team, the Safety & Health Section, and employees about important safety issues and concerns
- Hold employees accountable for unsafe behavior or actions. When necessary, apply fair and consistent discipline, as outlined by HR Policies (see section 13 for more details on discipline )
- Participate in safety meetings and safety training to maintain awareness of changing State, City and Federal regulations, policies, and other requirements

### 5.4 Supervisors & Crew Chiefs

Supervisors and Crew Chiefs have a direct impact upon safety due to their daily involvement and front-line participation in SDOT projects and work activities. Their involvement and performance on the job is part of their performance evaluation and essential to SDOT's safety program.



## Supervisors & Crew Chiefs:

- Support, implement and participate in all safety programs affecting their work units
- Are familiar with SDOT safety policies, programs and procedures within their scope of responsibility
- Require employees under their supervision to follow correct ergonomics and body mechanics, use proper lifting techniques, wear and properly use appropriate personal protective equipment (PPE) and attire
- Oversee the work of their employees to ensure that all vehicles and equipment are operated in a safe manner
- Arrange for the servicing, maintenance and repair of vehicles & equipment used in his/her work unit
- Take appropriate and prompt action for resolving reported safety & health concerns
- Actively participate in safety training programs and apply the training to on-the-job activities
- Assist and coordinate with their Training Coordinator and/or Safety & Health Section and require employees under their supervision complete required safety training including an initial safety orientation ( see section 17.1 for more details) and obtain required certification(s) or licensing prior to operating equipment or engaging in work activities that require such
- Require employees to immediately report all work-related accidents and injuries
- Track and resolve all safety issues arising from crew/safety meetings, safety incidents and accidents, including providing accurate, complete injury reports and other required documents per established timelines
- Know and inform employees of the locations of first aid supplies, emergency plans and procedures for their particular work site and adequately stocked emergency/disaster preparedness kits
- Conduct safety meetings (see section 7.6 for safety meeting requirements) to discuss accidents, near-misses and prevention measures
- Notify their Leadership Team, the Safety & Health Section and directly and indirectly affected employees of important safety issues and concerns
- Recommend corrective actions and/or discipline to their Leadership Team, when applicable
- Conduct frequent inspections and observations of work practices and physical conditions, and take prompt corrective action to address unsafe behavior or dangerous physical hazards to employees and the public

## **5.5 Employees**

Employees play a very important role in the safety program because they can take direct responsibility for their own safety and can serve as safety role models for co-workers. The safety program is



developed to help provide a safe work environment for employees, but it depends upon their active participation and cooperation.

Employees have a right to a safe and healthy work environment. Employees are also expected to raise issues regarding unsafe work practices or dangerous conditions.

Employees also have responsibilities to ensure the safety program is effective in practice.

#### Employees:

- Follow established safety rules and procedures, including but not limited to, those contained within this program
- Actively participate in safety training programs and apply the training elements to on-the-job activities
- Meet and maintain all training requirements, including certifications and license(s) per their job classification
- Attend and participate in crew safety meetings
- Recognize and identify both potential and actual hazards. Report unsafe conditions or actions to their Supervisor/Crew-Chief
- Take immediate action, when possible, to eliminate hazards and alert others of a potential hazard if it cannot be immediately eliminated
- Report all accidents and near miss incidents to their Supervisor or Crew-Chief promptly for investigation and follow-up
- Report all injuries to their Supervisor/Crew-Chief promptly, regardless of the severity of the injury
- Practice correct ergonomics and body mechanics, use proper lifting techniques, wear and properly use appropriate personal protective equipment (PPE) and attire
- Take all precautions to prevent on-the-job injuries for themselves and all crew members
- Inspect all equipment and hand tools prior to use and ensure they are in proper working order
- Operate equipment and hand tools in a safe manner and under the manufactures recommendations
- Share information and advice with co-workers regarding safe, healthy work procedures
- Encourage others to follow safe work practices
- Make suggestions to their Supervisor/Crew-Chief about changes in work practices, equipment, or conditions that will improve employee safety. If the Supervisor, Crew Chief, and/or a Safety Committee Representative do not respond to the suggestion(s) in a timely manner, inform Management and the Safety & Health Section.

## 5.6 Safety and Health Section

The Mission of the Seattle Department of Transportation's Safety & Health Section is to prevent injuries, promote safe and healthy workplaces and to empower employees to take personal responsibility for their job safety. The Safety & Health Section staff strives to provide consistent, cooperative and timely consultation, support and educational services to all SDOT employees. They are an educational and problem-solving support team for all of their customers. The Safety & Health Section staff acts as SDOT's liaison to regulatory agencies and external stakeholders. Each team member seeks to develop customer relationships based upon trust, cooperation and fairness.

### The Safety & Health Section:

- Develops and helps to implement understandable, easy-to-use and "up-to-date" safety policies, programs and procedures which meet or exceed regulatory requirements or guidelines and help to create a safe and healthy workplace
- Fosters a workplace environment that encourages and recognizes safe behavior
- Assists in the planning and conducting of safety training, safety meetings and safety awareness
- Assists in identifying workplace hazards and recommends actions that will remove or mitigate the hazards to the employees and the public
- Responds in a timely manner to all management, employee, internal customer and external customer concerns and complaints
- Investigates accidents and incidents to determine facts and to find effective, permanent accident prevention solutions
- Manages and maintains necessary safety records, data and documentation. Provides as required or upon request.

## 6. Employee Participation

Seattle Department of Transportation requires employee involvement and participation in its Safety and Health Programs. For SDOT to have an effective accident prevention program, the participation of its employees is critical.

Employee participation can come in a variety of ways. First, and most important, is communicating with co-workers, Supervisors, Managers, Safety Committee representatives, and the Safety & Health Section regarding safety and health concerns; existing or potential hazards, and ideas on how to help prevent accidents or improve safety on the job. By all employees discussing these issues, we can make progress toward solving problems and improving safety proactively.

Employee participation can also come through actions. Employees are empowered to take corrective actions whenever they recognize a potential hazard and recognize an obvious and simple solution. Good housekeeping can remove or reduce potential hazards such as fire, slips, trips, falls, or exposure to hazardous materials. Tagging a defective piece of equipment as “Out of Service” or turning it in for repair may prevent a serious accident or injury. Intervening when others are about to make a potentially serious error and sharing your knowledge or experience is an important safety action.

Employees can also participate through exercising their right to refuse to engage in any activity which they perceive has the potential for serious injury or risk to life or health. If an employee exercises this right, he/she must state the safety concern(s) to his/her Supervisor. In such cases, if the employee and Supervisor cannot come to an agreement which they both feel is satisfactory, the employee and/or Supervisor must call a SDOT Safety Specialist to help them resolve the concern(s). Examples may include: refusing to use equipment damaged, “jerry-rigged” or in need of repair, or refusing to short-cut or ignore established safety procedures. According to Washington State law, “No employer shall require any employee to go or be in any employment or place of employment which is not safe” [\[WAC 296-800-11015\]](#).

Employees can also participate by volunteering for committees, review groups and councils formed to investigate working conditions or accidents, developing safety policies, programs, procedures and implementing training programs or procedures. Managers and Supervisors are encouraged to participate and to support employee participation by allowing employees under their supervision to participate in these activities.

## 6.1 Safety Committees

**SEATTLE MUNICIPAL TOWER (SMT) AND THE BANK OF AMERICA FIFTH AVE. PLAZA (B OF A)  
EMPLOYEES ONLY**

A safety committee is an organizational structure where members represent a peer group. This gives everyone a voice but keeps the meeting size to an effective number of participants. A safety committee must be established within the SMT and B of A, per [WAC 296-800-13020](#) (requires all employers of 11 or more on the same shift at the same location must have a safety committee). Committee chairperson will post Safety Committee meeting minutes, including membership on Safety Bulletin Boards to facilitate effective employee communication and reporting of unsafe conditions.

A safety committee representative is a pipeline for co-workers to bring safety, building, security, and other unsafe conditions to a group comprised of employee elected and employer selected members. The committee will appoint a safety chairperson, and will determine the frequency, location and duration of the meetings. Employees selected by the employees bargaining representative or union qualify as employee-elected. The term of employee-elected members must be a maximum of one year, but there is no limit to the number of terms a representative can serve.

Meetings must cover the following topics at a minimum:

- Review of any safety and health inspection reports to help correct safety hazards
- Evaluation of any accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected
- Evaluation of your workplace accident and illness prevention program and discussion of recommendations for improvement, if needed
- Documentation of attendance
- Documentation of subjects discussed during meetings. Minutes must be maintained for one year and provided for review by safety and health consultation personnel of the Department of Labor & Industries
- The safety & Health Section will provide assistance to committees on other safety related tasks including but not limited to, visually inspecting fire extinguishers, first aid kits, AED's battery's, emergency food and water supply expiration dates, ensure exit signs are lit and operational, conduct building floor inspections, maintain the safety bulletin boards, hang up safety posters, and ensuring emergency exits are kept clear.

## **6.2 Safety Meetings for Divisions and Workgroups**

Each division and workgroup will have meetings which address safety issues at least once each month. Crew Chiefs are encouraged to hold tailgate briefings each day to remind employees of specific job-related hazards that may be encountered in the day's assignments. The Safety & Health Section staff is available to help divisions and workgroups research safety topics and training materials, and handouts.

The purpose of these safety meetings is to discuss any unsafe condition(s) and/or work procedures, accidents, near misses, or any other relevant safety/health topic of concern. The meetings should be structured to encourage discussion and participation by all employees. Topics should be practical and related to SDOT work and projects. Questions, concerns and unresolved issues can be forwarded to the Safety Representative for answers or assistance in solving problems. Every effort should be made to address the concerns within the work group quickly. Attendance and subjects discussed will be recorded.

For more information on meeting agendas and documentation requirements refer to WAC 296-155-110(6) and WAC 296 -800-13025. The minutes will be filed within the Division's work group.

### **6.3 Safety Bulletin Boards**

Install and maintain a safety bulletin board in every SDOT establishment that has eight or more employees. Make sure each bulletin board is large enough to post information such as:

- Safety bulletins
- Safety newsletters
- Safety posters
- Accident statistics
- Other safety educational material

#### **6.3.1 REQUIRED ITEMS FOR POSTING UPON THE SAFETY BULLETIN BOARD:**

- Job Safety and Health Protection Poster - WISHA/Occupational Safety & Health Administration (OSHA)
- Industrial Insurance Poster: Notice to employees
- Emergency Telephone numbers
- OSHA 300 Summary of Occupational Injuries and Illnesses February to May
- Citations and Notices as required by WAC

#### **6.3.2 RECOMMENDED ITEMS FOR POSTING UPON THE SAFETY BULLETIN BOARD:**

- Emergency Action Plan Information;
- Emergency Procedures
- Map/floor plan for emergency evacuation
- Locations of first-aid kits and emergency equipment

#### **THIS INFORMATION MUST BE POSTED, BUT NOT NECESSARILY ON BULLETIN BOARD:**

- Safety meeting minutes
- Times and locations of safety meetings and training opportunities

- Communications from the SDOT Department Director, Division Directors or the SDOT Safety & Health Section related to safety and health issues (i.e. accident 8.4, reports regarding employee exposure or workplace atmospheric monitoring, hearing conservation monitoring, or information regarding safety policies, procedures or practices)
- Hazard communication information (i.e., National Institute of Occupational Safety and Health (NIOSH) Hazard Alert Bulletins, SDOT Hazard Alert Bulletins, Safety Data Sheet (SDS) changes, and selected published newspaper, magazine or journal articles)

When information is required to be posted under other labor laws, such as Equal Employment Opportunities, wage and hour laws, family and maternity leave, etc., are part of a combination employee rights/employer responsibilities poster which contains the WISHA/OSHA Safety and Health Poster, they are also permissible for posting. The bulletin board is not to be used for posting any other notices or advertisements.

## 7. Vehicle Safety

The safe operation of City-owned vehicles will reduce the likelihood of a motor vehicle collision. To operate a City vehicle, employees must have a valid Washington State driver's license and follow the rules of the road as set forth by City, State, and/or Federal driving regulations.

Drivers must maintain an "Accident Packet" in the glove compartment of all City vehicles, to be completed if a collision occurs. This packet includes all reporting forms that must be completed by the City driver and claims information to exchange with any other party involved. In addition, a Supervisor's Review of Collision report form shall be completed by Supervisors and Management if an employee under their supervision is in a vehicle collision, per the City of Seattle Safe Driving Policy. For instructions when involved in a Motor Vehicle Collision, refer to [Vehicle Collision Instructions for Drivers](#) in Attachment 6.

Make sure, if two or more persons are present during the backing of a *work vehicle*<sup>1</sup>, a signal person is stationed at a point which provides an unobstructed view of the rear of the truck and the operator of the truck. If two persons are not present, the driver must conduct a pre-trip walk around to ensure safe clearances are maintained.

Prior to operating any equipment, the operator(s) and/or user(s) must be trained in all safety aspects, read and understand the operator's manual.

### Operating dump trucks in reverse

Make sure the dump truck has an operable automatic reverse signal alarm with the following features:

- Audible above the surrounding noise level
- Audible no less than fifteen feet from the rear of the vehicle

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<sup>1</sup> *Work Vehicle* is defined as any vehicle used in the field that has a primary function other than that of transporting passengers. Examples of non-work vehicles would be sedans, vans with passenger seats, and SUV's etc.

Before backing a dump truck the driver must determine that no one is in the backing zone and there is a reasonable expectation that no employee(s) will enter the backing zone while operating the dump truck in reverse

If employee(s) are in the backing zone or it is reasonable to expect that an employee(s) will enter the backing zone, you must make sure the truck is backed up only under the following conditions:

- An observer signals it is safe to back

OR

- An operable mechanical device such as a video camera is available that provides the driver a full view behind the dump truck

Make sure all loads transported on or in trucks and or trailers are properly secured to prevent accidental loss.

If you park a work vehicle on an incline, you must set the parking brake, turn the wheels into the curb (if present) and have at least one wheel chocked<sup>2</sup> on the down-hill side. ***Each division may compliment this policy with stricter guidelines regarding chock use, but may not be less restrictive with those changes.***

All drivers should complete a vehicle inspection at the beginning of each shift to make sure all parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use. All defects must be corrected before the vehicle is placed in service. A Pre-Trip Inspection<sup>3</sup> is mandatory for drivers of commercial vehicles.

When leaving the immediate vicinity, the vehicle must be secured by locking the doors and ensuring the windows are rolled up. ***Exercise due diligence in maintaining the security of the vehicle and all contents.***

## 7.1 Preventative Maintenance

Only equipment in safe working order shall be used at SDOT work sites to help reduce the risk of injury to employees. If an employee knows that equipment or machinery is not in good working order, he/she shall inform his/her Supervisor or Crew Chief immediately. If the equipment or machinery not in good working order poses a risk to any SDOT employee, the equipment or machinery must not be used until it is properly repaired. The Supervisor or his/her designee shall arrange the servicing and maintenance of equipment used in his/her work units.

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<sup>2</sup> A wedge or block placed against a wheel or rounded object, to prevent it from moving

<sup>3</sup> *SDOT Drivers Vehicle Inspection Report* available through Dept. Fleet Coordinator



## 8. Hazard Identification

Audits, inspections, Job Safety Analysis and investigations are important parts of Seattle Department of Transportation's hazard identification program. The Safety & Health Section takes the lead responsibility for these functions, but Managers, Supervisors and employees must also take responsibility and participate.

### 8.1 Site Audits

A Site Audit verifies compliance with work place regulations (e.g. WAC<sup>4</sup>s) and other requirements (e.g. SDOT policies and memos). A Site Audit may identify potential areas of non-compliance which could lead to unsafe work conditions or practices and injuries or illness for SDOT employees and the public. Deficiencies identified through the audit process may indicate the need for education or training of personnel, obtaining proper or additional equipment, tools or modifying task procedures, and or making revisions to the policies or procedures.

Site Audits are comprehensive inspections conducted by the Safety & Health Section or other trained SDOT personnel for compliance with SDOT policies and/or regulatory requirements and guidelines. A Safety & Health Section representative, Supervisor, Crew Chief, or designee will conduct follow-up inspections, or written verification to ensure that noted concerns (if any) have been adequately addressed.

Site Audits may be conducted in the field or through examination of required and/or any other supplemental documentation. Site Audits will be initiated by the Safety & Health Section and may cause a written report with recommendations. Any actions to correct the unsafe conditions or behavior must be put in writing back to the Safety & Health Section within 15 days of the written or verbal report. A written report will not always be initiated; but any deficiencies must be corrected and communicated to the Management, Crew Chief and employees immediately following the audit. Site Audits may be requested of the Safety & Health Section by Management, employees, labor unions and others.

### 8.2 Supervisor/Crew Chief Inspections

Supervisors and/or Crew Chiefs shall conduct "walk-around" inspections regularly. The walk-around inspection procedures listed below are required for construction and temporary work sites according to [WAC-296-155-110\(9\)](#):

- At the beginning of each job, and at least weekly thereafter, a walk around safety inspection shall be conducted jointly by one member of management and one employee, elected by the employees, as their authorized representative;

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<sup>4</sup> Washington Administrative Code

- The Supervisor/Crew Chief shall document walk around safety inspections and such documentation shall be available for inspection by personnel of the Department of Labor & Industries; and
- Records of walk around inspections shall be maintained by the Supervisor/Crew Chief until the completion of the job.

### **8.3 Personal Protective Equipment (PPE) Hazard Assessment**

A PPE Hazard Assessment is very effective in accident prevention to help identify which tasks require PPE to protect the employee. Assessments of work practices and tasks “to determine if hazards are present, or are likely to be present, which necessitate the use of PPE” shall be evaluated. For identified hazards, which are present or likely to be present, the employer shall:

- Select, and have each affected employee use, the PPE that will protect the affected employee from the hazards identified in the hazard assessment
- Communicate selection decisions to each affected employee
- Select and provide PPE that properly fits each affected employee

If the Supervisors or Crew Chiefs have questions about completing the PPE Hazard Assessment, they can contact the Safety & Health Section at 206-386-1203. The tasks which are the most hazardous must be analyzed first. The PPE Hazard Assessments should be sent to the Safety & Health Section upon completion. Copies of the PPE Hazard Assessment must be kept by the work group and discussed/reviewed at safety meetings. A Safety & Health Section staff member will review the PPE Hazard Assessments and provide suggested changes as needed. If a job task changes or involves different hazards or new equipment, a revised PPE Hazard Assessment must be completed and sent to the Safety & Health Section. If the findings of the PPE Hazard Assessments lead to an improvement applicable beyond the immediate workgroup, the results will be discussed at other divisional safety meetings and may be implemented in other divisions within the department.

### **8.4 Accident and Incident Investigations**

Accident and incident investigations are critical whenever an event results in a serious injury or illness, or a near-miss which could have led to serious injury or illness, or an event involving property damage. (These investigations are critical because they may identify potentially serious underlying conditions which could contribute to future accidents or injury if not corrected.)

Investigations must be initiated soon after the accident or incident by the immediate Supervisor or Crew Chief of the affected employee(s) and/or a representative of the Safety & Health Section. If other persons with technical expertise are needed, their assistance will be requested by the Supervisor, Crew Chief or a representative of the Safety & Health Section.

The investigator of the accident or incident may request written statements from witnesses and persons directly involved. Photographs may be taken of the accident scene and equipment involved. The investigator will note the conditions of the equipment and work site, the weather and any other material evidence considered relevant to the event. A written report will be drafted upon completing the investigation, noting the conditions and sequence of circumstances that led to the event, and recommendations to prevent reoccurrence(s).

### **8.5 Accident / Injury Reporting**

If an accident or an injury that requires medical treatment beyond first-aid occurs, the procedures in Attachment 3 shall be followed. These procedures are also described in the paragraph below.

In cases of a death, probable death, or the in-patient hospitalization of any employee, additional procedures must be followed. You must contact the Department of Labor and Industries within eight (8) hours of the incident [WAC 296-800-320](tel:206-800-320). The local daytime contact number is (206) 515-2885. The after-hours and weekend number is 1-800-321-6742. The notification must be a verbal conversation with an L & I representative.

The Accident/Injury report must include the following information:

- Company name: Seattle Department of Transportation
- Location and time of the incident
- Number of employees involved
- Extent of injuries or illness
- Brief description of what happened
- Name and telephone number of a contact person
- Safety & Health Section's phone number 206.386.1203 or any of the Safety Specialists' cell phone numbers

When a Supervisor learns of an employee injury that requires medical treatment beyond first aid:

- The Supervisor will obtain a Workers' Compensation Folder (provided to work groups by the SDOT Safety & Health Section. Call the Safety & Health Section 386-1203 if you need a packet) which has all of the forms that must be completed.
- The Supervisor will then fill out a City of Seattle "Supervisor Report of Incident or Injury Investigation" to accompany the State of Washington "Self-Insurer Accident Report (SIF-2)" (completed by the employee, also in the packet) and forward them within two business days of the accident/incident to the SDOT Safety & Health Section.
- If the employee files an Industrial Insurance Claim by completing a State of Washington "Self-Insurer Accident Report" (SIF-2 form), the employee must also have his/her doctor complete a "Activity Prescription Form (APF)". If the doctor reports that the employee cannot report for work the following day

under regular status, the employee must have the doctor complete a "Seattle Department of Transportation Temporary Modified Duty Job Description".

- The Supervisor and employee must sign both the "APF" form and the "Temporary Modified Duty Job Description form" after they are completed by the doctor and send them to the Safety & Health Section within two business days of the accident.

### 8.7 Reporting Unsafe Conditions

Employees are encouraged to report any unsafe conditions and/or practices in the workplace, through:

- Safety Suggestion Forms
- Phone call
- Email
- In-person visit

Safety Suggestion forms are available to inform the Safety & Health Section and Management.

The Safety Suggestion forms are posted in packets on all safety bulletin boards. Please call the Safety & Health Section at 386-1203 if you need additional forms, or if the packets are missing from the bulletin boards. The forms are also available on-line at [http://inweb/sdot/docs/SafetySuggestion\\_revised042406.doc](http://inweb/sdot/docs/SafetySuggestion_revised042406.doc).

Employees with suggestions should fill out the form, using as much detail as possible, and send the form to the Safety & Health Section in the pre-addressed envelopes. Suggestions will come to the Safety & Health Section at mail code SMT-39-00. The Safety & Health Section will review the suggestion and send it to the Division Manager. Most suggestions will be implemented, or have long-term abatement plans outlined, within 30 days of receipt. The suggestion's outcome will be reported back to the employee or work group making the suggestion.

The safety suggestion form is not be used to report imminent danger situations. Imminent danger situations must be reported immediately to your supervisor or the Safety & Health Section. The Safety & Health Section general phone number is 386-1203.

### 8.8 Striking Vehicles, Pedestrians or Property

What is a driver's obligation/duty to stop after a collision? This question will be answered in three parts, the laws for when:

1. A driver is involved in an accident with an *attended* vehicle or property.
2. A driver is involved in an accident with an *unattended* vehicle or property.
3. A driver is involved in an accident with a pedestrian or device *propelled by human power*.

### 8.8.1 A DRIVER IS INVOLVED IN AN ACCIDENT WITH AN ATTENDED VEHICLE OR PROPERTY

An example of this would be two occupied vehicles contacting each other. Under [RCW 46.52.020](#), both drivers, regardless of which driver is at fault, must stop and exchange the following information:

- ▣ His/her name
- ▣ His/her personal address
- ▣ Insurance company name and policy number
- ▣ Vehicle license number
- ▣ His/her driver's license to any person struck or injured or the driver or any occupant of, or any person attending, any such vehicle collided with.

Failure to stop and follow 8.8.1 may result in:

- Class B Felony if collision resulted in a fatality
- Class C Felony if collision resulted in an injury
- Gross Misdemeanor if collision did not result in a fatality or injury

### 8.8.2 A DRIVER IS INVOLVED IN AN ACCIDENT WITH AN UNATTENDED VEHICLE OR PROPERTY

An example of this would be an occupied vehicle colliding with a parked car, structure, sign post, etc.

Under [RCW 46.52.010](#):

**VEHICLE:** *THE OPERATOR OF ANY VEHICLE WHICH COLLIDED WITH ANY OTHER VEHICLE WHICH IS UNATTENDED SHALL IMMEDIATELY STOP AND SHALL THEN AND THERE EITHER LOCATE AND NOTIFY THE OPERATOR OR OWNER OF SUCH VEHICLE OF THE NAME AND ADDRESS OF THE OPERATOR AND OWNER OF THE VEHICLE STRIKING THE UNATTENDED VEHICLE OR SHALL LEAVE IN A CONSPICUOUS PLACE IN THE VEHICLE STRUCK A WRITTEN NOTICE, GIVING THE NAME AND ADDRESS OF THE OPERATOR AND OF THE OWNER OF THE VEHICLE STRIKING SUCH OTHER VEHICLE.*

**PROPERTY:** *THE DRIVER OF ANY VEHICLE INVOLVED IN AN ACCIDENT RESULTING ONLY IN DAMAGE TO PROPERTY FIXED OR PLACED UPON OR ADJACENT TO ANY PUBLIC HIGHWAY SHALL TAKE REASONABLE STEPS TO LOCATE AND NOTIFY THE OWNER OR PERSON IN CHARGE OF SUCH PROPERTY OF SUCH FACT AND OF THE NAME AND ADDRESS OF THE OPERATOR AND OWNER OF THE VEHICLE STRIKING SUCH PROPERTY, OR SHALL LEAVE IN A CONSPICUOUS PLACE UPON THE PROPERTY STRUCK A WRITTEN NOTICE, GIVING THE NAME AND ADDRESS OF THE OPERATOR AND OF THE OWNER OF THE VEHICLE SO STRIKING THE PROPERTY, AND SUCH PERSON SHALL FURTHER MAKE REPORT OF SUCH ACCIDENT AS IN THE CASE OF OTHER ACCIDENTS UPON THE PUBLIC HIGHWAYS OF THIS STATE.*

**Failure to stop and follow above section may result in a misdemeanor charge**

### **8.8.3 A DRIVER IS INVOLVED IN AN ACCIDENT WITH A PEDESTRIAN OR DEVICE PROPELLED BY HUMAN POWER**

An example of this would be an occupied vehicle colliding with a pedestrian, bicyclist or skateboarder.

Under *SMC 11.56.450(c)*, the operator of any vehicle which collided with a pedestrian or device propelled by human power must give his or her name, address, insurance company, insurance policy number, and vehicle license number, and exhibit his or her vehicle operator's license to the pedestrian or person operating the device propelled by human power, or, if they are unconscious or incompetent, to another person whom he or she reasonably believes is acting on their behalf.

Links -

[RCW 46.52.020](#)

[RCW 46.52.010](#)

[SMC 11.56.450](#)

Please contact the Safety & Health Section at 386-1203 with any questions.

## **9 Record Keeping**

Records and documentation of audits, inspections and investigations are important sources of information. This information can lead to effective measures towards the reduction of injuries, accidents, and promoting a safe work environment.

Most audits, inspections and investigative records and reports will be evaluated and retained by the Safety & Health Section, per the City's retention schedule and regulatory requirements. Supervisors, Crew Chiefs and employees shall send to the Safety & Health Section the original version of all accident investigation reports and Workers Compensation claims per the applicable policy or procedure. The Supervisor or Crew Chief preparing a report/record of this nature shall keep a copy for his/her own records. The function of the Safety & Health Section is to recommend solutions and help prevent future accidents/incidents. The Safety & Health Section will maintain the reports and prepare the OSHA 300 Summary Log of Occupational Injuries and Illness.

Copies of inspection reports required by policy, program or regulations will be maintained in the work unit office and originals sent to the Safety & Health Section. These reports will be reviewed and summarized by the division Manager, Supervisor, or Crew Chief and shared with their employees.

## **10 Hazard Control**

Controlling workplace hazards takes a variety of forms. Some hazards are best mitigated through engineering methods and preventative maintenance programs which find, remove, isolate, or guard against mechanical, chemical, electrical, or other hazards. Other hazards can be controlled through established work rules, policies, programs, procedures and training which describe safe and acceptable behavior or action by employees. The

hazards which cannot be controlled by any of the above methods alone can often be further reduced by requiring employees to use personal protective equipment (see section 10.2 for more details).

### **10.1 Engineering Support and Administrative Controls**

SDOT is committed to eliminating or controlling workplace hazards that could cause injury or illness to employees. SDOT will meet the requirements of Washington State safety standards where there are rules about a hazard or potential hazard in the workplace. Whenever feasible, SDOT will modify or design facilities and equipment (i.e. Engineering Controls): to eliminate employee exposure to hazards

Where these engineering controls are not feasible, SDOT will institute work practice controls intended to reduce employee exposure to the hazard. Work practice controls may include additional relief workers, exposure period reduction and/or worker rotation.

When exposure to hazards cannot be completely eliminated in normal operations or maintenance work via engineering controls, and when safe work practices and other forms of administrative controls cannot provide sufficient additional protection, a supplementary method of control is the use of protective clothing or equipment. This is collectively called Personal Protective Equipment, or PPE. PPE may also be appropriate for controlling hazards while engineering and work practice controls are being installed.

### **10.2 Personal Protective Equipment (PPE)**

The basic element of any management program for PPE must be an in depth evaluation of the equipment needed to protect against the hazards at the workplace. Washington State Law [WAC 296-800-16005](#) requires employers to conduct a hazard assessment of work sites (see section 8.3 for details) to determine if hazards are present or likely to be present that would require employees to use personal protective equipment such as: safety glasses, hearing protection, etc.

The regulation noted above requires documentation of the hazard assessment and employee training on the use and care of required PPE. The information provided in this section describes PPE being used at SDOT most frequently and when its use is needed. Other PPE may be needed depending on the job task(s), conditions and/or division policies & procedures. The PPE requirements in this section are minimal and each division may adopt more stringent standards.

Employees must be properly trained on how and when to use PPE before using it on the job. The information provided here is not to be used as a substitute for proper PPE training.

PPE can be ordered through the established protocol within each Division or may be ordered through local vendors.

Minimum clothing requirements must include a short-sleeved shirt, long pants, and shoes that meet the requirements within this section. A “short-sleeved shirt” covers the top of the shoulder and has material



extending down the arm. If a short-sleeved shirt has a seam at the end of the shoulder, the material must extend down the arm from the seam. Long pants have legs that extend past the knee when the wearer stands and leaves no exposed skin on the lower leg.

**Personal Protective Equipment(PPE)**

**Required**

**Eye and Face Protection**

- Safety Glasses (All High Impact)  
(come in clear, shaded and amber)

- Safety Goggles

High Impact/High Splash

Low Impact/High Splash

- Face Shield (not a substitute  
for safety glasses/goggles)

--Eye and face protection shall be worn when machines, operations, (e.g., welding, grinding, cutting, impact work) or conditions present potential eye or face injury from physical, chemical, or UV rays. Eye and face protection must meet the requirements specified in most current American National Standards Institute (ANSI) Z87.1 standard. The appropriate protection equipment listed on the left shall be worn depending on the task being performed.

Care Instructions: Safety glasses, goggles and face shields must be checked by employees prior to use for broken or missing components (such as side shields) and for overly scratched lenses. If the damage to the PPE is such that it can no longer provide proper protection, then it must be repaired/replaced per the manufacturer's recommendations.

**Fall Protection – See Attachment 5**

- Fall Restraint System

- Fall Arrest System

--When employees are exposed to fall hazards of 4 feet or more in height, fall restraint or fall arrest systems shall be provided, installed and implemented according to applicable WAC's and SDOT's Fall Protection Program.

Care Instructions: The above mentioned fall protection equipment must be inspected prior to each use and kept in proper working order, cleaned and maintained as required under the manufacturer's specifications and recommendations.

### **Protective Footwear**

Footwear shall be made of leather or an equally firm material. The soles and heels of such footwear shall be of a material that will not create a slipping hazard. Shoes made from leather or other firm materials that have soft athletic-type soles which help protect employees from foot injuries and, at the same time, provide soft and firm footing while working under specialty requirements or with specialty materials are acceptable. While working in concrete or other chemical contaminants (based on site-specific PPE requirements), rubber boots or equivalent must be worn.

-- Protective footwear shall be worn when there is danger of injury due to slippery, uneven, sloped surfaces; or from a like hazard.

Traditional tennis shoes, shoes with canvas tops, or thin or soft soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes shall not be worn on a construction project.

### **Safety-toe Footwear**

(or equivalent to leather see above for details) All Safety-toe footwear on a construction project must be designed and engineered to meet or surpass ASTM or ANSI ratings.

---Safety-toe leather boots, rubber boots, or shoes shall be worn when there is particular danger to feet through impact/compression hazards, falling or dropping objects, rolling, piercing/cutting injuries, moving objects, or from burning, scalding, cutting or like hazard. While performing certain tasks, steel-toe footwear shall not be worn, such as while performing electrical work (i.e. composite toe protection)

Care Instructions: Protective footwear must be checked by employees before each use for signs of damage and routinely cleaned. If the damage to the footwear is such that it can no longer provide proper protection, then it must be repaired or replaced as required under the manufacturer's specifications and recommendations.

## **Gloves**

- Cotton Gloves
- Vinyl Grip Gloves
- Leather Gloves
- Electrical Gloves
- Chemical Resistant Gloves

--Gloves shall be worn when there is danger of incurring cuts, electrical contact, abrasions, burns and skin contact with chemicals. Appropriate gloves shall be worn in response to specific hazards to protect from exposure.

Care Instructions: Gloves must be checked by employees before each use for signs of damage and routinely cleaned. If the damage to the glove is such that it can no longer provide proper protection, then it must be replaced.

## **Hard Hats**

Hard hats protect employees from head injuries caused by falling or flying objects, bump hazards in close or confined spaces, and electrical shocks or burns. The hard hat should be easily adjustable so employees will wear the hat properly.

SDOT hard hats shall meet the most current specifications in American National Standards ANSI Z89.1.

SDOT issued hard hats are designated either as Class G (general) or Class E (electrical) hard hats. Class G hard hats provide protection against impact of falling objects and to lessen the risk of being exposed to low-voltage electrical conductors. Helmets are tested at 2200 volts of electrical charge to be certified.

Class E hard hats are also intended to decrease the impact of falling objects, but these helmets reduce the risk of coming into contact with high-voltages electrical conductors. They are tested at 20,000 volts of electrical charge to receive certification.

All SDOT employees must wear a hard hat under any division policy, this section and with WAC 296-155-205, WAC 296-155-305, and WAC 296 800-160.

All SDOT employees shall wear a hard hat on any work site whenever there is a potential exposure to danger of flying or falling objects to persons working or areas of low head clearance and in areas where being highly visible to vehicle traffic is necessary or where required by a contractor and/or policy.

Examples of situations where hard hats are needed include:

- Asphalt plant, crushers, and asphalt-grinding operations
- Construction on bridges, structures, retaining walls, etc.
- Overhead work such as in a trench, installing signs, installing poles, signal work, re-lamping, span wire, work under bridges, electrical conductors

- Pay Station installs, under a tree canopy, etc.
- Near equipment operating arms, booms, buckets, etc.
- Near operating cranes, pile drivers, drilling etc.
- Working as a flagger.
- Brush cutting work, tree work, and other logging operations.
- Any designated hard hat area.

The hard hat must be high-visibility and marked with at least 12 square inches of retro-reflective tape applied to provide 360 degrees of visibility. A high visibility hard hat is white, yellow, yellow-green, orange or red in color.

Employees working on asphalt paving crews exposed to extreme temperatures from hot mix do not have to wear protective hard hats. However, if overhead hazards are present, use of a hard hat must be evaluated. Filling of potholes will require all employees to wear hardhats if not part of a larger paving project.

Flaggers working with asphalt paving operations must wear hard hats.

Hard hats are not required while in the enclosed cab of trucks, equipment or any piece of equipment having a Falling Object Protective System (FOPS) unless deemed necessary by a division specific policy. Hard hats must be readily available in case the driver or operator gets out of the vehicle into a hard hat area.

Care Instructions: Hard-hats and suspension harnesses must be checked by employees prior to use to ensure they are in proper working order and not cracked or otherwise damaged. If the damage to the hard-hat is such that it can no longer provide proper protection, then it must be replaced under the manufacturer’s recommendations. All hard hats must be disposed of whenever it has received impact or shows signs of deterioration. Each hard hat manufacturer has maximum in service life guidelines. These guidelines must be followed regarding inspection frequency and replacement criteria. MSA has a one year maximum service life for the suspension and five years for the shell.

**Hearing Protection (WAC 296-817)**

**- EAR PLUGS**

Foam - with and without string

Custom-modeled plastic (can be ordered as needed)

**- EAR MUFFS**

--Ear plugs and/or ear muffs shall be used when the presence of machinery or equipment creates a Time Weighted Average (TWA) noise level of over 85 DBA. The hearing protection must reduce noise levels 85 decibels or below. Examples of when hearing protection should be used include: working around backhoes and heavy trucks, grinders, concrete breaking equipment and other

One style fits over and attaches to the hardhat and the other fits directly over the head.

noisy machinery or processes.

Employees must be provided with an appropriate selection of hearing protectors. The selection must include at least two distinct types (such as molded earplugs, foam earplugs, ear caps or earmuffs).

Care Instructions: Foam ear plugs can be disposed of after use by an employee. Custom-modeled ear plugs and ear muffs must be checked by employees before each use for signs of damage and routinely cleaned. If the damage to the hearing protection is such that it can no longer provide proper protection, then it must be replaced.

Annual audiograms and training will be conducted for employees in the Hearing Conservation Program, who are exposed to sound levels over 85 dba TWA. The training and testing are mandatory as required by WAC 296-817.

### **Leg Protection (WAC 155-211)**

#### **- CHAPS**

--Employees whose duties require them to operate a power chain saw shall wear flexible ballistic nylon pads, sewn or otherwise fastened into the trousers, or other equivalent protection that will protect the vulnerable areas of the legs, unless in a bucket truck or in a tree performing tree work governed by ANSI Z 133.1

Division specific policies on leg protection use must be followed (i.e. with gas powered hedgers used by gardeners).

#### **-KNEE PADS**

--Knee pads or equivalent should be worn to help protect the knees when a job involves an extended amount of time kneeling or putting weight on the knees.

Care Instructions: Leg protection must be checked by employees before each use for signs of damage and/or deterioration and routinely cleaned. If the damage to the chaps is such that it can no longer provide proper protection as required by the manufacturer, then it must be taken out of service and replaced.

## **Respiratory Protection**

### **Air Purifying Respirators (APR)**

#### **- HALF-FACE RESPIRATORS**

Three sizes (small, medium & large).

Custom order if the above sizes do not fit employees properly.

-- Half-Face Respirators are to be used during in environments where exposures exceed the Permissible Exposure Limit (PEL), which may include working with lead paint, gases, burning, cutting, grinding, and other hazardous materials and chemicals.

#### **- FULL-FACE RESPIRATORS**

When a higher protection factor is necessary, a full-face respirator may be required.

Note: Before employees choose the type of cartridge needed for a given task, they must verify it is the correct cartridge and be properly trained in using a respirator.

Note: Employees must undergo an examination by an approved/contracted City of Seattle Medical Provider, a fit test by the Departments Respiratory Program Protection Administrator, and receive training on the proper use of a respirator before they are allowed to use one.

#### **- N95 DUST MASK**

A name used to refer to filtering-face piece respirators. See air purifying respirator

A N95 dust mask may not be used when concentration of contaminants are unknown, exceed 10x the PEL or maximum use concentration. May not be used for protection against gases, vapors, asbestos, paint spray, sandblasting or particulate containing harmful vapors.

#### **- P100 DUST MASK**

A name used to refer to filtering

A P100 dust mask may not be used when concentration of contaminants are unknown, exceed 10x the PEL or maximum use concentration. May not be used for protection

against gases, vapors, asbestos, paint spray, sandblasting or particulate containing harmful vapors. Oil based mists cannot exceed an 8-hour exposure.

Care Instructions: The above listed respirator protection equipment must be kept in proper working order, cleaned and maintained as required under the manufacturer's specifications.

### High Visibility Garments

**DURING DAYLIGHT HOURS**, workers other than flaggers shall wear at a minimum:

- Performance Class 2 high visibility outer wear and a high visibility hard hat. A high visibility hard hat that is white, yellow, yellow-green, orange or red in color.

**DURING HOURS OF DARKNESS**, workers other than flaggers shall wear at a minimum:

- Performance Class 3 high visibility outer garments<sup>5</sup> and a high visibility hard hat

Whenever flaggers are used to control traffic in a traffic control zone, the setup and Personal Protective Equipment (PPE) must comply with WAC 155-305, MUTCD and City of Seattle Traffic Control Manual.

Care Instructions: Retro-Reflective or highly-visible safety vests or equivalent distinguishing apparel must be checked by employees before each use for signs of damage and routinely cleaned. If the damage to the vests or equivalent distinguishing apparel is such that it can no longer provide the protection for which it is designed, then it must be replaced.

## 11 Fit for Duty and Drug-Free Workplace

See *City of Seattle DRUG FREE WORKPLACE Policy & Educational Materials*

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<sup>5</sup> To meet the requirements for a class 3 garment; the wearer could wear class 2 high visibility outer garments with high visibility Performance class E Garments (i.e. pants, coveralls or jumpsuit in lieu of just a class 3 outer garment) This ensemble will constitute a Performance class III  
Note: Performance Class E garments are not intended to be worn without a Performance Class 2 or 3 garments.



## 12 Disciplinary Procedures

In order of increasing severity, an appointing authority or designated management representative may take disciplinary actions against an employee for misconduct or poor work performance. The actions could include:

- ❑ Verbal Warning
- ❑ Written Reprimand
- ❑ Suspension
- ❑ Demotion
- ❑ Discharge

Refer to Personnel Rule 1.3 – Progressive Discipline. If you have questions regarding this issue, please contact the SDOT Human Resources.

## 13 Emergency Preparedness

If an emergency occurs or a catastrophic event with no local communications, when not at work, employees are to attend to their personal safety and that of their immediate family; report their current accountability status (available to work/not available to work) via the **SDOT 1-888-837-7367 employee emergency information/accountability line**; and report to work soon when conditions allow for safe travel.

Mission support employees, as designated by their supervision, report to work at their next regular work day or as instructed by their supervision.

## 14 First Aid and CPR

Most all of the SDOT and Seattle Municipal Tower and Bank of America Floor Wardens are first aid/CPR trained. Most every field supervisor, crew chief and most all field staff are trained in first aid/CPR. Every field office, Signal Electricians trouble truck, each floor occupied by SDOT staff in the SMT and Bank of America has a fully maintained automated external defibrillator.

First Aid Kits for field staff are in each work truck. West Seattle, Traffic Shop, Charles Street, 1010 – 8<sup>th</sup> Ave., Haller Lake, SMT and B of A have fully stocked kits.

## 15 Education and Training

Safety is a learned behavior. Safe behavior results from careful thinking about personal actions and understanding their consequences. This thinking and understanding requires detailed and knowledge regarding the job, the potential hazards, and responses to anticipated situations. This information comes through education and training. Proper training is critical to preventing accidents, injuries, and illness. Therefore, it is the policy of SDOT to provide training to employees so they may perform their work in a safe manner. Managers and Supervisors shall also attend safety training courses so they will have the knowledge to provide direction and on-the-job training, as necessary, to employees under their supervision. Legally-required

training will be given the highest priority. Safety training requirements will be provided in the policies/programs, such as the Confined Space Entry Policy and Procedures, Excavation/Trenching Safety Training and Forklift Operator Training.

### **15.1 Initial Safety Orientation**

The employee's Supervisor or Crew-Chief shall provide employees under their supervision with an initial safety orientation. This orientation will cover the basic safety training for a new employee or an employee transferred into a new division, location, or workgroup to safely perform their essential job duties. This orientation must not only be provided, but it must be documented (see Attachment 5 for a New Employee Safety Orientation Checklist for Supervisors). The employee and his/her Supervisor must keep a copy of this documentation. The initial orientation shall include, at a minimum, the following topics [WAC 296-800-14005](#):

- How and when to report injuries, including instructions on the location of first-aid facilities
- How to report unsafe conditions and practices
- The use and care of required personal protective equipment (PPE)
- The proper actions to take in event of emergencies including the routes of exiting from areas during emergencies
- Identification of the hazardous gases, chemicals or materials present at the work site and instructions on the safe use and emergency action following accidental exposure
- A description of the employer's total safety program
- An on-the-job review of the practices to perform the initial job assignments in a safe manner

## **16 Additional Safety Programs**

There are several other safety policies and programs which address specific safety concerns that must be followed by SDOT employees. These policies and programs will be made available to SDOT personnel through the SDOT Safety web site and/or a request to a Safety & Health Specialist. Safety Programs/Policies specific to a Division may be available upon request.

### **16.1 Outdoor Heat Exposure**

**SCOPE:** The following requirements are only in effect from May through September each year for job categories or positions having outdoor heat exposure.

**TRAINING:** All training must be provided to employees and supervisors, prior to outdoor work which exceeds a temperature listed in the [Outdoor Temperature Action Levels](#), and at least annually thereafter.

OUTDOOR TEMPERATURE ACTION LEVELS	
Temperature	Clothing Requirements
52°	Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits
77°	Double-layer woven clothes including coveralls, jackets and sweatshirts
89°	All other clothing

**EMPLOYEE TRAINING CONTENT:** Training on the following topics will be provided to all employees who may be exposed to outdoor heat at or above the temperatures listed in the Outdoor Temperature Action Levels:

- a) The environmental factors that contribute to the risk of heat-related illness
- b) General awareness of personal factors that may increase susceptibility to heat-related illness including, but not limited to, an individual's age, acclimatization, medical conditions, drinking water consumption, alcohol use, caffeine use, nicotine use, and use of medications that affect the body's responses to heat. This information is for the employee's personal use.
- c) The importance of removing heat-retaining personal protective equipment such as non-breathable chemical resistant clothing during all breaks
- d) The importance of frequent consumption of small quantities of drinking water or other acceptable beverages
- e) The importance of acclimatization
- f) The different heat-related illness, the common signs and symptoms of heat-related illness
- g) The importance of immediately reporting signs or symptoms of heat-related illness in either themselves or in co-workers to the person in charge and the procedures the employee must follow including emergency response procedures.

**SUPERVISOR TRAINING CONTENT:** Prior to supervising employees working in outdoor environments with heat exposure at or above the temperature levels listed in the Outdoor Temperature Action Levels, supervisors will be given training on the following topics:

- (a) The information required to be provided to employees in subsection (1) of this section

(b) The procedures the supervisor must follow to implement the provisions of WAC 296-62-095 through 296-62-09560

(c) The procedures the supervisor must follow if an employee exhibits signs or symptoms consistent with possible heat-related illness, including emergency response procedures

(d) Procedures for moving or transporting an employee(s) to a place where the employee(s) can be reached by an emergency medical service provider

**DRINKING WATER:** On days when the temperature is at or above those listed in the Outdoor Temperature Action Levels, employees will be provided a sufficient quantity of drinking water readily accessible at their work location. The water quantity will allow each employee to drink at least a quart or more of water each hour.

**Note:** Drinking water packaged as a consumer product and electrolyte-replenishing beverages such as sports drinks that do not contain caffeine are acceptable.]

As the temperature increases through the day, additional water will be provided or replaced. It is the responsibility of this employer to ensure that the supply of drinking water does not run out.

**RESPONDING TO SIGNS AND SYMPTOMS OF HEAT STROKE:** Response time is critical when people are experiencing heat stress or heat stroke. The quicker any employee experiencing symptoms can be removed from the heat and cooled down, the better the chances are for a full recovery. On days when the temperatures will be at or above those listed in the Outdoor Temperature Action Levels, the company will:

- Provide drinking water
- Allow more frequent rest breaks
- Schedule strenuous work outside peak temperature times
- Shade work areas
- Provide breathable PPE as an option

Never leave an employee experiencing heat-related problems by themselves. If they do not respond quickly to cooling attempts, immediately call emergency medical services. If a co-worker is experiencing difficulty, bring it to the attention of the supervisor or lead worker.

## 17 Selected References

WAC 296-800-110, *Employer Responsibilities*

WAC 296-800-11010, *Safe Place Standards*

WAC 296-800-130, *Safety Committee and Safety Meetings*

WAC 296-800-140, *Accident Prevention Program*

WAC 296-800-160, *Personal Protective Equipment, General Requirements*

WAC 296-800-190, *Safety Bulletin Board*

WAC 296-27, *Record keeping and Reporting*

WAC 296-155-110, *Accident Prevention Program*

WAC 296-155-200, *Personal Protective and Life Saving Equipment*

WAC 296-155-240, *Fall Protection Requirements for Construction*

## ATTACHMENTS

**Attachment 1-Injury Reporting Procedures**  
**SEATTLE DEPARTMENT OF TRANSPORTATION**  
**INJURY REPORTING PROCEDURES**

**NOTE: THE STEPS BELOW MUST BE FOLLOWED BY AN EMPLOYEE WHO HAS AN ON-THE-JOB INJURY:**

- 1. IMMEDIATELY NOTIFY YOUR SUPERVISOR OF THE INJURY OR ACCIDENT.** An on-the-job injury must be reported no later than the scheduled end of the work shift. If there is the potential for hospitalization, the Safety & Health Section must also be notified immediately.
- 2. COMPLETE ALL NECESSARY PAPERWORK.**

If medical treatment beyond first aid is **NOT** required, complete a **Report of Minor Injury/Incident** form, and submit it to your supervisor on the day of the incident. Your supervisor will review the report, add his/her comments, and send the report to the SDOT Safety & Health Section. **MEDICAL TREATMENT (beyond first aid) IS REQUIRED, the following forms must be completed:**

- **Self-Insurer Accident Report (SIF-2)**. The top portion of the form should be completed by the injured employee (or his/her representative, if the injured employee is unable to complete the form). The supervisor will check the form for completeness, sign and forward it to the Safety & Health Section within two business days of the accident. The pink copy of the SIF-2 is provided to the injured employee.
- **Insurer Activity Prescription Form (APF)**. The injured employee must take this form to his/her attending provider. The form must be completed by the attending provider and returned to the employee's supervisor. The supervisor and employee will then sign it, and forward it to the SDOT Safety & Health Section within two business days of receiving it from the attending provider.

**IN ADDITION, IF YOUR DOCTOR SAYS YOU ARE UNABLE TO REPORT FOR WORK the following day under regular status, the following form must also be completed:**

- **Seattle Department of Transportation Temporary Modified Duty Job Description**. The injured employee must also take this form to his/her attending provider. The form must be completed by the attending provider and returned to the employee's supervisor. The supervisor and employee will then sign it, and forward it to the SDOT Safety & Health Section within two business days of receiving it from the attending provider.
- 3. FOLLOWING THESE INSTRUCTIONS IS IMPERATIVE IF THE EMPLOYEE IS TO RECEIVE DISABILITY PAY.** If sick leave has been used to cover absence related to an on-the-job injury, the Activity Prescription Form (when authorized by the Workers' Compensation Office) will restore sick leave used, after any mandated waiting period has been satisfied. Only time off authorized by the employee's attending provider is compensable. Follow-up visits and therapy appointments are not covered under workers' compensation; however, the use of sick leave is appropriate in these instances.
  - 4.** It is the employee's responsibility to keep his/her supervisor informed of the continued need to be off work.
  - 5.** If the attending provider states that the employee is **NOT** able to return to work at the end of the authorized time loss period, the employee must have his/her attending provider complete another Activity Prescription Form and Temporary Modified Duty Job Description Form and submit them to the SDOT Safety & Health Section through the employee's supervisor.



## Attachment 2-Report of Minor Injury/Incident

### SEATTLE DEPARTMENT OF TRANSPORTATION REPORT OF MINOR INJURY

EMPLOYEE NAME: \_\_\_\_\_

DATE OF INJURY: \_\_\_\_\_

TIME OF INJURY: \_\_\_\_\_

SECTION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DESCRIBE INJURY AND CIRCUMSTANCES (be specific)

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DESCRIBE FIRST AID TREATMENT

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EMPLOYEE SIGNATURE: \_\_\_\_\_

**SUPERVISOR REPORT OF INJURY** (describe how, what, why, and make recommendation for prevention)

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SUPERVISOR SIGNATURE:

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**Forward this form to the Safety & Health Section, SMT-39-00**

This form is not required if injured worker receives professional medical attention. This Report of Minor Injury is not an Application for Benefits (SIF-2) under the Industrial Insurance Act. Use SIF-2 form found in the Workers' Compensation Information Packet.

## Attachment 3-SDOT Job Orientation Checklist

Employee:           (Enter Employee Name)           Hire Date:           (Enter Employee's Hire Date)            
 Date:           (Enter Date of Orientation)           Position:           (Enter Employee's Job Title)          

This checklist is a guideline for conducting employee safety orientations for employees new to *SDOT*. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and WISHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment. Signed copies of checklist shall be maintained in the Supervisor's desk file.

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

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

## Attachment 4-Hazard Assessment Checklist

### Use with WAC 296-800-160 Personal Protective Equipment (PPE)

This checklist can help you do a hazard assessment to see if employees need to use personal protective equipment (PPE). You can make copies or develop a form that is more appropriate to your specific workplace.

Some work activities are more hazardous than others. This list can help identify those activities that may create hazards for your employees. Read through the list, putting a check next to any word that describes an activity in your workplace. We've grouped the activities according to what part of the body might need PPE.

#### EYES

##### WORK ACTIVITIES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> CHOPPING<br><input type="checkbox"/> CUTTING<br><input type="checkbox"/> DRILLING<br><input type="checkbox"/> ASPHALT GRINDING<br><input type="checkbox"/> BIOHAZARD | <input type="checkbox"/> GRINDING<br><input type="checkbox"/> IMPACT WORK<br>(HAMMERING)<br><input type="checkbox"/> WELDING/CUTTING<br><input type="checkbox"/> PUNCH PRESS OPERATIONS<br><input type="checkbox"/> CHEMICALS | <input type="checkbox"/> SANDING<br><input type="checkbox"/> SAWING<br><input type="checkbox"/> DUST<br><input type="checkbox"/> POURING CONCRETE<br><input type="checkbox"/> OTHER: |
|---|---|--|

#### FACE

##### WORK ACTIVITIES:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> CLEANING<br><input type="checkbox"/> COOKING<br><input type="checkbox"/> DIP TANK OPERATIONS<br><input type="checkbox"/> IMPACT WORK<br>(HAMMERING)<br><input type="checkbox"/> CHEMICALS | <input type="checkbox"/> MIXING<br><input type="checkbox"/> PAINTING<br><input type="checkbox"/> SIPHONING<br><input type="checkbox"/> GRINDING<br><input type="checkbox"/> EXTREME HEAT OR COLD | <input type="checkbox"/> WELDING<br><input type="checkbox"/> PRESSURE WASHING<br><input type="checkbox"/> MOWING & TRIMMING<br><input type="checkbox"/> OTHER |
|--|--|---|

#### HEAD

##### WORK ACTIVITIES:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BUILDING MAINTENANCE<br><input type="checkbox"/> CONFINED SPACE<br><input type="checkbox"/> CONSTRUCTION<br><input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> USE OF CATWALKS<br><input type="checkbox"/> USE OF CRANE LOADS<br><input type="checkbox"/> UTILITY WORK<br><input type="checkbox"/> OVERHEAD HAZARDS | <input type="checkbox"/> FLYING OBJECTS<br><input type="checkbox"/> VISIBILITY<br><input type="checkbox"/> OTHER: |
|--|---|---|

#### FEET

##### WORK ACTIVITIES:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> BUILDING MAINTENANCE<br><input type="checkbox"/> CONSTRUCTION<br><input type="checkbox"/> DEMOLITION<br><input type="checkbox"/> SLIPPERY, TRIPS, FALLS | <input type="checkbox"/> STRUCK-BY<br><input type="checkbox"/> TRENCHING<br><input type="checkbox"/> CONCRETE<br><input type="checkbox"/> HEAVY TOOLS &<br>EQUIPMENT | <input type="checkbox"/> CHEMICALS<br><input type="checkbox"/> WELDING<br><input type="checkbox"/> ELECTRICAL<br><input type="checkbox"/> OTHER: |
|--|--|--|

**HANDS**

**WORK ACTIVITIES SUCH AS:**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> VIBRATION  | <input type="checkbox"/> HAMMERING         | <input type="checkbox"/> BIOHAZARD     |
| <input type="checkbox"/> COOKING    | <input type="checkbox"/> MATERIAL HANDLING | <input type="checkbox"/> USE OF KNIVES |
| <input type="checkbox"/> HOT & COLD | <input type="checkbox"/> SANDING           | <input type="checkbox"/> WELDING       |
| <input type="checkbox"/> GRINDING   | <input type="checkbox"/> SAWING            | <input type="checkbox"/> SHARP OBJECTS |
|                                     | <input type="checkbox"/> CHEMICALS         | <input type="checkbox"/> OTHER:        |

**INHALATION**

**WORK ACTIVITIES SUCH AS:**

- |   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> CLEANING       | <input type="checkbox"/> MIXING   | <input type="checkbox"/> SAWING      |
| <input type="checkbox"/> COMPRESSED GAS | <input type="checkbox"/> PAINTING | <input type="checkbox"/> CHEMICALS   |
| <input type="checkbox"/> FIBERGLASS     | <input type="checkbox"/> POURING  | <input type="checkbox"/> ATMOSPHERIC |
|   | <input type="checkbox"/> DUST     | <input type="checkbox"/> OTHER:      |

**HEARING**

**WORK ACTIVITIES SUCH AS:**

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="checkbox"/> PERSONAL LISTENING<br>DEVICES | <input type="checkbox"/> MOTORS  | <input type="checkbox"/> SANDING |
| <input type="checkbox"/> GRINDING                      | <input type="checkbox"/> EQUIPMENT & TOOLS                                     | <input type="checkbox"/> SAWING  |
| <input type="checkbox"/> MACHINING                     | <input type="checkbox"/> TRAFFIC (TRAINS,<br>AIRPLANES,<br>BOATS,<br>VEHICLES) | <input type="checkbox"/> IMPACT  |
|  |  | <input type="checkbox"/> OTHER:  |

**SKIN**

**WORK ACTIVITIES SUCH AS:**

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> COOKING              | <input type="checkbox"/> DIP TANK   | <input type="checkbox"/> BIOHAZARD      |
| <input type="checkbox"/> CHEMICAL             | <input type="checkbox"/> FIBERGLASS | <input type="checkbox"/> SAWING/CUTTING |
| <input type="checkbox"/> SHARP OR ROUGH EDGES | <input type="checkbox"/> HEAT/COLD  | <input type="checkbox"/> OTHER:         |

Your Name: \_\_\_\_\_

Name of Workplace: \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Dates of Hazard Assessment for PPE: \_\_\_\_\_

# Attachment 5-SDOT Fall Protection Program

## SDOT FALL PROTECTION PROGRAM

### HISTORY AND PURPOSE

Through the Washington Industrial Safety and Health Act (WISHA), the Department of Labor and Industries Division of Occupational Safety & Health (DOSH) developed comprehensive safety standards to address fall hazards (WAC 296-155-246).

### STATEMENT OF POLICY

Pursuant to the law, the Washington Administrative Code (WAC) 296-155-246 requires employers to establish and implement a Fall Protection Program. This written Fall Protection Program is established for SDOT, and encompasses all work sites of the department for which employees enter with fall potential.

The Fall Protection Work Plan consists of the following elements:

1. Preparation of a written program, with copies available to all employees.
2. Listing of areas with fall exposure.
3. Training in proper fall protection and fall arrest procedures.

6 primary parts of Fall Protection Work Plan (WAC 155-24611-2):

1. Identify all fall hazards in the work area.
2. Describe the method of fall arrest or a fall restraint to be provided.
3. Describe the correct procedures for the assembly, maintenance, inspection and disassembly of the fall protection system to be used.
4. Describe the correct procedures for handling, storage and securing of tools and materials.
5. Describe the method of providing overhead protection for workers who may be in, or pass through, the area below the work site.
6. Describe the method for prompt, safe removal of injured workers.

This plan must be available on site for inspection by the Department of Labor & Industries Compliance Officer if requested.

### I. FALL HAZARDS FOR SDOT

The following is a listing of each section and the potential fall hazards (above 4') which may be encountered when working in these sections (this list may not include all fall hazards encountered so each work site must be evaluated prior to any employee exposure):

## **CPRS - Concrete, Carpenters, Mechanics, Electricians, Bridge Operators**

Under bridge inspection truck (UBIT); from operators deck or in bucket

Working in bucket of lift truck or boom supported lifts

Working from elevated platforms

Retaining walls

Sea Walls

Walking working surfaces

Roofs

Trenches and excavations

Scaffolding

Free climbing on bridges

Retaining walls

Roofs

Hazardous slopes

Ramps, runways and inclined walkways

## **Urban Forestry – Landscape/ Tree Trimmers**

Climbing trees for trimming

Using bucket trucks or boom supported lifts

Retaining walls

Elevated landscapes

Walking working surfaces

Hazardous slopes

Ramps, runways and inclined walkways

### **Traffic – Signs & Markings and Signal Electricians**

Using bucket trucks or boom supported lifts

Using platform/tower trucks

Vaults

Walking working surfaces

Excavations and trenches including augured pole holes

Hazardous slopes

Ramps, runways and inclined walkways

### **Major and Capital Projects, PM's, CE's, RE's, Design team etc.**

Walking working surfaces

Bucket Trucks or boom supported lifts

Bridge structures

Retaining walls

Vaults

Trenches and excavations

Scaffolding

Hazardous slopes

Ramps, runways and inclined walkways

### **Meter Shop**

Walking working surfaces

Hazardous slopes

Ramps, runways and inclined walkways

### **Street Maintenance – Street Cleaning, Asphalt & Concrete Paving**

Walking working surfaces

Trenches and excavations

Ramps, runways and inclined walkways

### **Street Use**

Walking working surfaces

Trenches and excavations

Ramps, runways and inclined walkways

## **II. METHOD OF FALL ARREST OR FALL RESTRAINT**

- Full body harness and lanyard attached to an approved anchor point or be part of a fall protection system
- Catch Platforms
- Personal fall restraint
- Standard guardrails
- Covers
- Safety Monitor
- Safety Watch
- Warning line system

## **III. ASSEMBLY, MAINTENANCE, INSPECTION, DISASSEMBLY PROCEDURES**

Assembly and disassembly of all fall protection systems or anchorage points will be done according to manufacturers' recommended procedures.

A visual inspection of all fall arrest or fall restraint gear and or equipment will be done before each use. Any defective equipment will be taken to the supervisor for evaluation and turned in for repair or destroyed, as appropriate. Any defective equipment will be tagged and removed from use immediately.

The manufacturers' recommendations for maintenance and inspection must be followed, which includes an annual inspection done by a competent person, other than the user. Record the results of each formal inspection in an inspection and maintenance log.

Inspection must include: harness hardware, harness webbing, pvc coating to ensure non-conductivity (if applicable), stitching, labels, impact indicator (if applicable), worn or damaged parts, bolts (present and secure), Self-Retracting Lifeline (SRL) retracting properly, cuts, frays, burns, crushing and corrosion, locking action of SRL by pulling out sharply on the line.



**Important:**

- If the full body harness has been subjected to a fall arrest or impact forces it must be immediately removed from service and destroyed.
- Extreme working conditions (harsh environments, prolonged use, etc., may require increasing the frequency of inspections.
- One knot reduces lanyard or lifeline strength by up to 50%.

**IV. HANDLING, STORAGE AND SECURING OF TOOLS AND MATERIALS**

Toe boards will be installed on all scaffolding to prevent tools and equipment from falling from scaffolding if anyone is exposed to the hazard below.

Other specific handling, storage and securing is as follows:

All fall protection equipment will be kept in a designated place. It will be picked up from the designated place before use by employee and returned, as soon as possible, after the work is completed. Employees will advise the job supervisor of any damage to the equipment.

Tools will be secured as follows if anyone is exposed below to the struck by hazard:

- Tool belts will be used to carry hand tools to the elevated work surface.
- Tools too large for the tool belt will be raised by rope, pulley or other means.
- When hand tools are used they will be returned to the tool belt immediately after use and tethered to the person or platform during use.
- Large tools, such as circular saws, will be secured to the working platform or lift with cable or equivalent.

**V. OVERHEAD PROTECTION**

Hard hats are required on all construction jobs.

Barricade area below to eliminate access by the public, other trades or other City of Seattle employees

**VI. INJURED WORKER REMOVAL**

Normal first aid procedures should be performed as the situation requires. If the area is safe for entry, the first aid should be done by someone in charge or other certified individual.

Initiate Emergency Services - Dial 911 (where appropriate).

Phone location:

First aid kit location:

Crane location:

Other:

OR...

1. Initiate emergency medical system - Dial 911 (where appropriate).
2. Utilize lift truck with personnel platform.
3. Utilize articulated boom lift basket to affect rescue.
4. Erect ladders, if possible; exercise caution due to panic and injury.
5. Use drop line/lifeline and rescue basket stretcher.
6. Assist with aid/fire department as requested.

Rescue considerations: When personal fall arrest systems are used, the employer must assure that employees can be promptly rescued or can rescue themselves should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment should be evaluated. In some situations, equipment which allows employees to rescue themselves after the fall has been arrested may be desirable, such as devices which have descent capability.

## **VII. TRAINING & INSTRUCTION PROGRAM**

All new employees will be given instructions on the proper use of fall protection devices before they begin work. The training will be documented and kept on file.

Prior to permitting employees into areas where fall hazards exist, all employees shall be trained regarding fall protection work plan requirements.

Inspection of all protection devices/systems must be made to ensure compliance with WAC 296-155-24611.

The fall protection training will include:

1. All fall hazards in the work area.
2. Description of the method of fall arrest or fall restraint to be provided.
3. Description of the correct procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used.
4. Description of the correct procedures for the handling, storage, and securing of tools and materials.
5. Description of the method providing overhead protection for workers who may be in, or pass through the area below the work site.

6. Description of the method for prompt, safe removal of injured workers.

*The fall protection work plan will be written and reviewed before work begins on the job site. Attendance of those employees attending will be documented.*

**SDOT  
FALL PROTECTION WORK PLAN**

Section: \_\_\_\_\_

Date: \_\_\_\_\_

Report prepared by: \_\_\_\_\_  
(name) (title)

1. Specific work area: \_\_\_\_\_

2. Activities: \_\_\_\_\_

3. Identify all fall hazards in this area: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Check the method of fall restraint or arrest to be utilized:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Standard guardrail              | <input type="checkbox"/> Scissor lift            | <input type="checkbox"/> Double lanyard                                    |
| <input type="checkbox"/> Full body harness               | <input type="checkbox"/> Boom lift               | <input type="checkbox"/> Restraint line                                    |
| <input type="checkbox"/> Secure to existing structure    | <input type="checkbox"/> Forklift basket         | <input type="checkbox"/> Horizontal life line                              |
| <input type="checkbox"/> Shock absorbing lanyard         | <input type="checkbox"/> Catch Platform          | <input type="checkbox"/> Tie-off point capable of 5000 lb. load per person |
| <input type="checkbox"/> Warning line and safety monitor | <input type="checkbox"/> Scaffold with guardrail | <input type="checkbox"/> Self Retracting lanyard                           |
|  |  | <input type="checkbox"/> Vertical lifeline and rope grab                   |

5. Describe procedure for assembly, maintenance, inspection, and disassembly of the system (if additional space is required, complete on back of form or attach separate sheet)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Describe procedures for handling and securing tools, equipment and materials and for providing overhead protection for workers (if additional space is required, complete on back of form or attach separate sheet)

\_\_\_\_\_

\_\_\_\_\_

7. Describe method for prompt, safe removal for injured workers:

---

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---

---

8. This space provided for “stick-figure” drawing of system configuration:

9. I certify that I have received fall protection orientation including material covered in this fall protection work plan:

Employee

Date

---

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## Attachment 6-Vehicle Collision Instructions for Drivers

### VEHICLE COLLISION INSTRUCTIONS FOR DRIVERS

- **Stop immediately and safely.** Protect the scene of the collision to prevent further damage or injury.
- **Give first aid** to injured personnel. Request medical aid if necessary.
- **Promptly contact the appropriate law enforcement agency** and your immediate supervisor by telephone to conduct and document an on-scene investigation. (Your supervisor may contact a safety officer to respond). Obtain the law enforcement report case number from Officer.
- **Do not discuss the collision** with anyone except police, a department supervisor, Safety Office, or representative of the City Claims office. Do not discuss the collision in the presence of others involved.
- **Complete a City of Seattle Vehicle Collision Report**, which is located in the vehicle's glove box.
  - Route this paperwork, via your Supervisor, to the Safety & Health Section no later than the end of shift.
  - Provide a copy of the collision paperwork to the City Claims Section within two business days of the incident. Fax number: 206-615-0065; Mail Stop SMT-43-50
- **Complete and provide** to the other driver or property owner involved in the collision a “**Notice to Involved Parties**” card, located in the vehicle's glove box.
- **Call the vehicle maintenance administration office** (206-386-1150) or the Fleet Management Division Support Shop (206-386-1162) if the damage is such that you are unsure whether the vehicle is safe to drive
- **If the collision is a “hit and run”** notify your supervisor and appropriate law enforcement agency to make a report. Try to obtain witnesses, make & model of vehicle, and plate numbers.
- **Obtain an estimate of repair** costs for the city vehicle from the Fleets and Facilities body shop.

## SUBJECT INDEX

### **A**

Accident and Incident Investigations	15–19
Additional Safety Programs	29–31
Administrative Controls	20
Audits	14

### **D**

Disciplinary Procedures	28
-------------------------	----

### **E**

Education and Training	28–29
Emergency Preparedness	28
Employee Participation	8–9
Engineering Support	20

### **F**

Fall Protection	21
First Aid and CPR	28
Fit for Duty	27

### **H**

Hazard Control	19
Hazard Identification	14–17

### **I**

Introduction	4
--------------	---

### **O**

Outdoor Heat Exposure	29–31
-----------------------	-------

### **P**

Personal Protective Equipment (PPE) Hazard Assessment	15
Policy Statement	4
PPE Requirements	21–27
Preventative Maintenance	13
Program Review & Update	4
Purpose and Introduction	4

### **R**

Record Keeping	19
References	31
Report of Minor Injury (Form)	35

Reporting Unsafe Conditions	17
Responsibilities	5-8
<b>S</b>	
Safety Bulletin Boards	11-12
Safety Meetings	10-11
Safety Orientation	29
Scope	4
SDOT Job Orientation Checklist	36
<b>V</b>	
Vehicle Collision Instructions for Drivers	48
Vehicle Safety	12-13
<b>W</b>	
Workers' Compensation	34