

1.0 Purpose

To establish an Accident Prevention Program for the Washington State Department of Transportation (WSDOT) operations and facilities as required by Washington Administrative Code (WAC) [296-800-140](#) and where applicable [Title 30 Code of Federal Regulations \(CFR\) Mine Safety and Health Act \(MSHA\)](#).

2.0 Scope and Applicability

This program has been developed for employee protection using the referenced WAC chapters and [Title 30 CFR MSHA](#) as guidance. This program excludes Washington State Ferries which utilizes the Safety Management System (SMS).

3.0 References

- [WAC 296-14](#) *Industrial insurance*
- [WAC 296-24](#) *General safety and health standards*
- [WAC 296-27](#) *Recordkeeping and reporting*
- [WAC 296-62](#) *General occupational health standards*
- [WAC 296-155](#) *Safety standards for construction work*
- [WAC 296-800](#) *Safety and health core rules*
- [Title 30 CFR](#) MSHA

4.0 Definitions

Work Activity Safety Planning Approach – Is an approach that may include safety awareness, risk assessment, and planning. Needs to be both proactive and ongoing in the dynamic work environment and changing conditions often encountered by WSDOT employees.

Pre-Activity Safety Plan (PASP) (also known as Activity Hazard Analysis or Job Hazard Analysis) – A written review of the activity to be performed, including environmental conditions, tools and or equipment to be used, the associated hazards and their method of control. PASP's for most activities are available on the Safety website or may be developed for a specific activity or worksite.

Priority of Hazard Control (also known as hierarchy of hazard control) – See [Appendix 1-A](#). A systematic order of hazard control with preference to the most effective at eliminating hazards.

Most Effective to Least Effective Hazard Controls

- Elimination or Substitution
- Engineering Controls
- Training and Administrative Controls
- Personal Protective Equipment

Recordable Injury – Any injury consistent with the definition of OSHA-recordable accident in [Chapter 6](#) Accident Reporting and Review Policy of this manual.

Safety Organization – Headquarters Safety and Health Services Office and staff, Region Safety Office and staff.

Supervisor, Lead Person – Position title, may also include any person in a position of authority or who oversees the work of others.

5.0 Organizational Responsibilities

5.1 Executive Management

Executive management shall be accountable for the following safety program activities:

- Visibly demonstrate and communicate their commitment to safety as a top priority of the department.
- Abide by safety policies/procedures.
- Establish expectations for employees to conduct Work Activity Safety Planning before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered.
- Review, approve, and communicate the safety and health policies and procedures as a foundation for the overall WSDOT Safety Program.
- Establish annual agency injury/accident reduction goals.
- Use data to monitor the performance of the overall safety program and report program performance to WSDOT and stakeholders.
- Prioritize and advocate for the needed resources to meet the department's injury reduction goals and to support the safety program.
- Set direction that employee safety is a performance expectation of all positions and safety performance will be evaluated for all personnel.
- Recognize agency safety achievements.
- Use all appropriate personal protective equipment.

5.2 Senior Management

Senior management shall be accountable for the following safety program activities:

- Develop and implement injury and accident reduction and prevention plans for their respective organizations consistent with the department's goals and evaluate them annually.
- Visibly demonstrate and communicate their commitment to safety as a top priority of the department.
- Abide by safety policies and procedures.
- Ensure employees conduct Work Activity Safety Planning before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered.
- Provide the needed resources to meet injury and accident reduction goals and support the safety program.
- Ensure there is a safety training plan for their area of responsibility.
- Ensure that accident review procedures maximize the "lessons learned" opportunity and that resulting prevention plans are communicated within the organization.
- Actively review data with mid-level managers and provide clear performance expectations.
- Recognize the organization's safety achievements.
- Incorporate safety performance expectations into all position descriptions and include safety performance in the evaluation of all personnel.
- Use all appropriate personal protective equipment.
- Coach and mentor co-workers in safety performance.

5.3 Mid-Level Management

Mid-level management shall be accountable for the following safety program activities:

- Develop, implement, and monitor injury and accident reduction and prevention plans for their respective organizations consistent with the department's goals and evaluate them annually with their supervisors.
- Visibly demonstrate and communicate their commitment to safety as a top priority of the department.
- Abide by safety policies and procedures.
- Ensure employees conduct Work Activity Safety Planning before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered.

- Determine PASP, Tailgate, or Safety Briefing needs based on injury and accident data and associated risk assessments.
- Ensure that the Accident Review Process is conducted promptly and completely in accordance with [Chapter 6](#) of this manual.
- Actively participate in accident review procedures to ensure that “lessons learned” are communicated and implemented within their organization.
- Recognize employee safety achievements.
- Incorporate safety performance expectations into all position descriptions and include safety performance in the evaluation of all personnel.
- Conduct periodic inspections of field and facility operations to ensure consistency with safety program policies and procedures.
- Address safety non-performance consistent with all other job performance expectations in accordance with current Human Resources policy.
- Use all appropriate personal protective equipment.
- Coach and mentor co-workers in safety performance.
- Conduct site visits to demonstrate the department’s safety commitment and concern for employee safety.
- Incorporate safety performance expectations into every position description and communicate those expectations to each employee.

Ensure employees have the education, experience, and training necessary to perform work or effectively administer other employees who are contracted to perform work safely.

5.4 Supervisors

Supervisors shall be accountable for the following safety program activities:

- Develop, implement, and monitor injury and accident reduction and prevention plans for their respective staff consistent with the department’s goals and evaluate the plans annually with employees and supervisors.
- Visibly demonstrate and communicate their commitment to safety as a top priority of the department.
- Abide by safety policies and procedures.
- Ensure that all work is planned and implemented with safety as an integral part of the process.
- Ensure employees conduct Work Activity Safety Planning before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered.
- Actively participate in accident review procedures to ensure that “lessons learned” are communicated and implemented within their organization.

- Make safety a priority agenda item for all operational meetings and communications.
- Participate in the development and implementation of PASP, Tailgate, or Safety Briefings.
- Ensure that all employees are provided with and trained in the use and maintenance of all appropriate personal protective equipment (PPE).
- Ensure employee participation in each of the following as appropriate:
 - PASP, Tailgate, or Safety Briefings.
 - Safety meetings.
 - Appropriate safety training.
 - Safety inspections of work activities, facilities, equipment, and vehicles.
 - Reporting any unsafe conditions to their supervisor immediately.
- Take immediate action when necessary to address any imminent hazard and inform supervisors of any additional safety issues.
- Report accident or injuries to the mid-level manager of the injured employee as soon as practical.
- Ensure employees have the education, experience, and training necessary to perform work or effectively administer other employees who are contracted to perform work safely.
- Recognize employee safety achievements.
- Monitor field and facility operations to ensure consistency with safety program policies and procedures.
- Incorporate safety performance expectations into all position descriptions and include safety performance in the evaluation of all personnel.
- Use all appropriate personal protective equipment.
- Coach and mentor co-workers in safety performance.
- Meet with the appointing authority of the accident in compliance with [Chapter 6](#) of this manual.
- Ensure employees have the education, experience, and training necessary to perform work or effectively administer other employees contracted to perform work safely.

5.5 Employees

Employees shall be accountable for the following safety program activities:

- Visibly demonstrate and communicate their commitment to safety.
- Conduct Work Activity Safety Planning before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered.
- Abide by safety policies and procedures.
- Attend and participate in safety meetings, trainings, and the development and implementation of PASP, Tailgate, or Safety Briefings.
- Ensure that all work is planned and implemented with safety as an integral part of the process.
- Inform work site supervisors/co-workers or contractor foreman of any safety hazards in the workplace and immediately address those safety hazards if possible.
- Stop specific work activities if unanticipated hazardous or unsafe conditions are encountered and secure the scene. Report those conditions to their supervisor and TMC, if appropriate.
- Report any injury and accident or near miss to their supervisor immediately.
- Perform safety inspections of work activities, facilities, equipment, and vehicles.
- Use all appropriate personal protective equipment.
- Coach and mentor co-workers in safety performance. Recognize employee safety achievements

5.6 Safety Organization

Region Safety Office staff shall be accountable for the following safety program activities:

- Encourage and promote safety program improvement.
- Provide guidance/technical assistance to all levels of the department for identifying, evaluating, and correcting hazards (i.e., injury/accident prevention activities).
- Communicate and support WSDOT Safety Program policies and procedures.
- Identify and communicate requirements for compliance with applicable and statutorily required safety standards.
- Prepare data and reports of WSDOT injuries/accidents and “lessons learned” for use by all levels within the department.

- Ensure that lessons learned are communicated within the department and actively participate with the accident review process.
- Assist with the development of safety and health goals.
- Assist in the development of Work Activity Safety Planning.
- Assist in developing or securing required training and other tools/materials to support a safe and healthful workplace.
- Assist in the development, implementation, and monitoring of safety orientation training.
- Attend organizational safety meetings as available.
- Work with the mid-level manager to conduct routine office and field visits to support their organizational safety plan.
- Provide guidance/technical assistance to the senior and mid-level managers in the development and implementation of their organizations safety and training plans.
- Notify the mid-level manager of safety issues as soon as practical.

6.0 Work Activity Safety Planning

Safety awareness, risk assessment, and planning needs to be both proactive and ongoing in the dynamic work environment and changing conditions often encountered by WSDOT employees. As such, it is expected that Work Activity Safety Planning will be conducted before work begins, during the actual work as conditions change, shifting to other work, and when emergent work is encountered. The key elements of this planning effort need to include awareness, risk assessment, and communication.

Given that WSDOT will be utilizing a proactive and ongoing planning effort in regard to Work Activity Safety Planning, different tools will be utilized that best fit the work activities and situations encountered.

PASPs are the preferred method for planned work activities as a group or as an individual documentation is required.

6.1 *Unscheduled Work Activities*

When unscheduled work activities occur, conduct a safety briefing to address awareness, risk assessment, and communication before transitioning to the new activity. If practical, this briefing can include an in-person conversation, phone call, or radio call with co-worker and/or supervisor to discuss the change in work activities. Formal documentation may not be practical.

To this end, Work Activity Safety Plans may include, but not be limited to the following tools:

- Safety Stand-down
- Safety Meetings
- Pre-Activity Safety Plan
- Tailgate Meeting Checklist
- Safety briefing

7.0 Employee Insurance Coverage for Work Injuries/Illnesses

Injured employees will be provided Department of Labor and Industries (L&I) Industrial Insurance coverage for occupational injuries and illnesses.

Employees injured on the job will be covered for all approved medical, hospital, and related services essential to their treatment and recovery. The injured employee may receive a percentage of wage replacement payments if they are temporarily unable to work as a result of an occupational injury or illness.

Note: Volunteers are also under this industrial insurance program (medical only).

More information on L&I and the Return to Work Program can be found on the Human Resources website in the employees section.

L&I has approved the employee's workers' compensation application under [Chapter 51.32 RCW](#), or for maritime employees, the WSDOT Risk Management Office has approved maintenance and cure benefits under USC Sec. 688 et seq.

7.1 Assaults by Motorists on Department Employees

Under Revised Code of Washington (RCW) [47.04.250](#), *Assaults by motorists on department employees* defines "assault" as an act by a motorist that results in physical injury to a WSDOT employee while engaged in highway construction or maintenance activities along the roadway or right of way or in the loading and unloading of passenger vehicles in service of the vessel as a maritime employee or engaged in those work activities as a Washington State Ferries terminal employee covered under [Chapter 51.32 RCW](#).

This law provides a supplementary program to reimburse employees of WSDOT for some of their costs attributable to their being the victims of assaults by motorists.

In general, to be eligible for assault benefits, the WSDOT Secretary shall find the following conditions occurred:

- A motorist assaulted a WSDOT employee engaged in highway maintenance/construction operations along a roadway right of way (fence line to fence line) which resulted in injury and lost work days.
- The assault was not attributable, to any extent, to the employee's negligence, misconduct, or failure to comply with any rules or conditions of employment.
- L&I has approved the employee's workers' compensation application under [Chapter 51.32 RCW](#), or for maritime employees, the WSDOT Risk Management Office has approved maintenance and cure benefits under USC Sec. 688 et seq.

8.0 Emergencies – Fire and Natural Disasters

Many WSDOT facilities have evacuation alarm stations throughout the facility that can be activated any time there is an emergency requiring evacuation. Each facility should have written emergency instructions for emergencies such as fire, severe weather, earthquakes, or bomb threats. In those facilities without an evacuation alarm, voice communication is used to spread an alarm.

Not all WSDOT facilities have a sprinkler system installed. However, all WSDOT facilities have portable fire extinguishers available. In the event of a fire, sound the alarm and exit the building. If you are trained to do so, attempt to put out the fire with the appropriate extinguishers.

Emergency assistance may be reached by calling 911. In some facilities, dialing 9-911 is required.

When an alarm is sounded, all occupants of a building shall evacuate. Elevators in facilities should not be used for evacuation. Each office or section is responsible for assisting disabled individuals from a building. Once out of a building, one able person will stay with the disabled person until the emergency is over. Each facility should have a staging area located at least 100 feet away from the building used to account for the employees.

Do not re-enter buildings until the building has been cleared for re-entry by emergency officers.

Because of the wide variety of facility layouts, it is important that when an employee arrives at a new work location, they familiarize themselves with the procedures for that work site. Each supervisor will give new employees a complete job site safety orientation, which includes emergency instructions.

In the event that an employee or their family are involved in a disaster, the employee should notify their supervisor and take care of their family's needs, then report to work when available.

9.0 Safety Meetings

WSDOT is required to have either a designated safety committee composed of employer-selected and employee-elected members or conduct routine safety meetings. In most instances, safety meetings are used throughout the department and for many different organizations/offices (e.g., crew level safety meetings and office level safety meetings). At a minimum, crew/office level meetings will be conducted quarterly—monthly safety meetings are encouraged. Document meeting attendance and topics covered using [DOT Form 750-007 EF](#), Supervisor’s Report of Safety Meeting.

Safety meetings shall be tailored for the specifics of the work area or work activity. Regardless of the working environment or the work tasks and equipment used, at a minimum the following items should be accomplished during the scheduled safety meetings:

- Review accident/incident reports for injuries occurring within the work group and use these reports to assist in the correction of identified unsafe conditions or practices.
- Receive and consider accident prevention and loss control suggestions and improvement ideas from supervisors, employees, and employee organizations and recommend appropriate actions for injury prevention.
- Solicit employee input regarding safety concerns and issues.
- Discuss recommendations for improvement.
- Discuss and implement controls to minimize or eliminate injuries/accidents.
- Demonstrate agency concern for reducing injury and property damage accidents.

10.0 Safety Bulletin Board

A safety bulletin board must be installed and maintained in every fixed establishment employing eight or more persons. The safety bulletin board should be sufficient in size to display and post:

- Safety bulletins, newsletters, posters, accident statistics, and other safety education material.
- Notice to Employees – If a Job Injury Occurs (F242-191-909).
- Job Safety and Health Protection (F416-081-909).
- Your Rights as a Non-Agricultural Worker (F700-074-909).

- Emergency telephone numbers.
- OSHA 300 Log Summary of Injuries and Illnesses (posted every February).
- Labor and Industries Citations and Notices of Appeal.

The safety bulletin board should display only safety and health related information.

11.0 Safety Training

Training is a powerful influence and motivation in safety, just as it is in many other areas. Training is one of the most important elements of an effective accident prevention program. An effective training program allows employees to learn their jobs properly, brings new ideas into the workplace, reinforces existing ideas and best practices, and puts the safety and health program into action.

12.0 Safety Recognition Program

A Safety Recognition Program is an essential part of WSDOT's accident prevention program. It reinforces the agency's commitment to safety by recognizing individuals and organization units for their safety performance. It is also a means by which all employees can show appreciation to each other for their individual and team efforts, commitments, and accomplishments.

Specific criteria and nature for each award are established and re-evaluated periodically to ensure that they are meaningful to the recipients, individually or as a team, and that the program helps motivate WSDOT employees to work safely.

13.0 Appendices

[Appendix 1-A Priority of Hazard Controls](#)

Controlling exposures to occupational hazards is the fundamental method of protecting workers. Traditionally, a priority of controls has been used as a means of determining how to implement feasible and effective controls.

Most Effective to Least Effective Hazard Controls***Elimination or Substitution***

Elimination and substitution, while most effective at reducing hazards, also tend to be the most difficult to implement in an existing process. If the process is still at the design or development stage, elimination and substitution of hazards may be inexpensive and simple to implement. For an existing process, major changes in equipment and procedures may be required to eliminate or substitute for a hazard.

- Substitute safe materials for hazardous ones.
- Remove employee from hazard.
- Automate material handling.
- Use mechanical advantage.
- Reduce energy, speed, voltage, sound level, and force.
- Change process to eliminate hazard noise.
- Perform tasks at ground level.

Engineering Controls

Engineering controls are used to remove a hazard or place a barrier between the worker and the hazard. Well-designed engineering controls can be highly effective in protecting workers and will typically be independent of worker interactions to provide this high level of protection. The initial cost of engineering controls can be higher than the cost of administrative controls or personal protective equipment, but over the longer term, operating costs are frequently lower, and in some instances, can provide a cost savings in other areas of the process.

- Ventilation systems
- Automatic shut offs
- Fail safe devices
- Back up cameras
- Mirrors
- Machine guarding
- Sound enclosures
- Circuit breakers
- Platforms and guard railing
- Lift tables, conveyors

Training and Administrative Controls

Administrative controls and personal protective equipment are frequently used with existing processes where hazards are not particularly well controlled. Administrative controls and personal protective equipment programs may be relatively inexpensive to establish but, over the long term, can be very costly to sustain. These methods for protecting workers have also proven to be less effective than other measures, requiring significant effort by the affected workers.

- Safe job procedures
- Rotation of workers
- Safety equipment inspections
- Worker training
- Lockout
- Computer warnings
- Odors added hazardous materials
- Backup alarms
- Labels

Personal Protective Equipment

- Safety glasses
- Ear plugs
- Face shields
- Fall arrest equipment
- Gloves
- Seat belts
- Safety-toe footwear