



ACCIDENT PREVENTION PROGRAM

NORTH BEACH WATER DISTRICT

Approved by the Board of Commissioners on December 17, 2012 -
Resolution 18-2012

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Accident Prevention Program

NORTH BEACH WATER DISTRICT

Management Commitment

Safety Policy

North Beach Water District places a high value on the safety of its employees. North Beach Water District is committed to providing a safe workplace for all employees and has developed this injury prevention program to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of the District that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all District safety rules and are encouraged to actively participate in identifying ways to make North Beach Water District 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 employees for unsafe actions and take prompt action to eliminate any hazards.

Management will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to ensure that company safety policies are followed.

Safety is a team effort - Let us all work together to keep this a safe and healthy workplace.

Safety and Health Responsibilities

General Manager Responsibilities

1. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
2. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.

3. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from recurring.
4. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
5. Set a good example by following established safety rules and attending required training.
6. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities:

1. Ensure that each employee you supervise has received an initial orientation *before* beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

Employee Responsibilities

1. Follow safety rules described in this program, WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) that is in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor or management about changes you believe will improve employee safety.

9. To disobey any instruction from any supervisor to perform any unsafe act or to perform a task for which you have not been trained.

Employee Participation

Employee Safety Meetings

All employees are required to attend a monthly safety meeting held on the first Monday of each month in the North Beach Water District meeting room or another designated venue. This meeting is to help identify safety problems, develop solutions, review incident reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted in the business office with the office manager. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The Supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Incident Investigation Report" form.
- Give the "Employee's Report" and the "Incident Investigation Report" to general manager.

The General Manager will:

- Determine from the Employee's injury/Illness Report, Incident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within six days after the company becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety meeting, make any new injury reports and investigations available to the employees for review, along with an updated OSHA and incident report log.

The office manager will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or if any employee is in-patient hospitalized as a result of a work-related incident, the general manager will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll -free notification number is: 1-800-321-6742. The general manager must talk with a representative of the department. Fax and answering machine notifications are not acceptable. The general manager must report:

- the employee name;
- location and time of the incident;
- number of employees involved;
- the extent of injuries or illness;
- a brief description of what happened and the name and phone number of a contact person.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s) and a person(s) designated by the general manager whose expertise would help the investigation (investigation team).

The investigation team will:

- take written statements from witnesses,
- photograph the incident scene and equipment involved.

The investigation team will also document as soon as possible after the incident:

- the condition of equipment and any anything else in the work area that may be relevant.

The investigation team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed the next regularly scheduled safety meeting. Reports of incidents that result in death or serious injuries will be

reviewed at a special safety meeting to be held within seven days of completion of report.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to the general manager.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the office manager to record on the incident log.

An "Incident Investigation Checklist" form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

Safety Inspection Procedures

North Beach Water District is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management will regularly check the workplace for hazards as described below:

Annual Site Survey Once a year an inspection team made up of the crew supervisor, the treatment plant operator, and the office manager will do a wall-to-wall walk through inspection of the North and South Wellfield facilities. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey The general manager will assign a supervisor or form a team to look at any changes made to facilities to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. The team will examine the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection Each month, before the regularly scheduled safety meeting, supervisors will inspect their areas for hazards using the standard safety inspection checklist. Supervisors will report any hazards or concerns to the general manager for consideration. The results of the area inspection and any action taken will be posted in the affected area.

Job Hazard Analysis As a part of our on-going safety program, The Supervisor will use a "Job Hazard Analysis" form to look at each type of job task employees do. This analysis will be done by the supervisor of that job task. The supervisor will change how the job is done as needed to eliminate or control any hazards. The supervisor will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the operation and use of any required PPE. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

Hazard Prevention and Control

Eliminating Workplace Hazards

North Beach Water District is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of Washington State safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.

- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Job Related Safety Rules

The District has established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Work with Ladders: All locations

Required PPE:

- Full body harness when working at greater than 25' and both hands must be used to do the job.

Work Rules:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.

Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

Lifting Tasks: All locations

Required PPE:

- Gloves - for sharp objects or surfaces
- Steel toe safety shoes in work areas (to be supplied by the employee) must be in good condition and be marked "ANSI Z41 C - 75"

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Bend at the knees when lifting off the floor; do not bend at the waist.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The

following consequences apply to the violation of the same rule or the same unacceptable behavior:

- First Instance** Verbal warning, notation in employee file, and instruction on proper actions.
- Second Instance** Written reprimand and instruction on proper actions.
- Third Instance** 1 Day suspension, written reprimand, and instruction on proper actions.
- Fourth Instance** Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at serious risk.

The signatures below document that the employee has been notified of the termination policy.

Employee: _____ Training Date: _____

Trainer: _____

Equipment Maintenance

The following vehicles, machinery, and equipment must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

Vehicle/Machine/Equipment	Location of File	Interval
2007 Komatsu WB145-5 Backhoe	Business Office	Before Use/ Monthly
2002 Vermeer 4150A Trencher	Business Office	Before Use/ Monthly
1983 Chev.C30 Pick-up	Business Office	Daily/3000 Miles
1999 Ford Ranger	Business Office	Daily/3000 Miles
2002 Ford Explorer	Business Office	Daily/3000 Miles
2008 Ford PU RNS 4C	Business Office	Daily/3000 Miles
2009 Ford F150 PU	Business Office	Daily/3000 Miles
2010 Ford RNS PU	Business Office	Daily/3000 Miles

Respirators:

The North Beach Water District workplace does not contain air borne hazards. Employees are not required nor are they allowed to use respirators other than filtering face piece respirators¹ on a voluntary

¹ Dust Mask

basis. Employees who voluntarily chose to use a filtering face piece respirator will consider the following:

Advisory Information for Employees

Who Voluntarily Use Filtering Face Piece Respirators

[To be given to employees voluntarily wearing filtering face piece respirators]

Respirators protect against airborne hazards when properly selected and used. WISHA recommends voluntary use of respirators when exposure to substances is below WISHA permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection.

If you choose to voluntarily use a respirator (whether it's provided by you or your employer) be aware that **respirators can create hazards for you**, the user. You can avoid these hazards if you know how to use your respirator properly **and** how to keep it clean. Take these steps:

- Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations.
- Choose respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator isn't certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use.
- A NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides.
- Keep track of your respirator so you don't mistakenly use someone else's.

Do **not** wear your respirator into:

- Atmospheres containing hazards that your respirator isn't designed to protect against.

For example, a respirator designed to filter dust particles won't protect you against solvent vapor, smoke, or oxygen deficiency.

- Situations where respirator use is required.

The signatures below document that the employee has been notified of the respirator policy.

Employee: _____ Training Date: _____

Trainer: _____

Emergency Planning

What will we do in an emergency?

In case of fire

All employees will receive training on the use of fire extinguishers. All new employees will receive fire extinguisher training from Pacific County Fire District #1 within 90 days of employment.

A fire evacuation drill will be conducted once a year during the first week of April.

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.
- *The designated assembly location will be the parking lot of Jack County Store for the business office, the parking lot to the west of the treatment plant for the North Wellfield and the Parking lot to south west of the booster building for the South Wellfield.*
- If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advanced warning. The shock will be your only warning. We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. An earthquake drill will be conducted each year during the first week of September.

In the event of an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases, glass dividers or anything that can tip over causing injury.
- When the shaking stops, office manager or general manager are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- The designated assembly location will be the parking lot of Jack County Store for the business office, the parking lot to the west of the treatment plant for the North Wellfield and the Parking lot to south west of the booster building for the South Wellfield.
- Due to the risk of Local Tsunamis from earthquakes, all employees will evacuate to the "South Well Field Well Number 2 Site off of U Street" as soon possible after they have assembled in the designated assembly area and have been accounted for. Pacific County Emergency Management Tsunami Evacuation Maps are available at the District Business Office and at North and South Wellfield Treatment Buildings. Employees are instructed on the location of local Tsunami evacuation assembly areas each January at the monthly safety meeting.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Supervisors and first aid certified employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

Employees in the field will evacuate to the nearest Tsunami assembly area as designated by Pacific County Emergency Management. Pacific County Emergency Management Tsunami Evacuation Maps are available at the District Business Office and at North and South Wellfield Treatment Buildings. Employees are instructed on the location of local Tsunami evacuation assembly areas each January at the monthly safety meeting.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs

- Each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.
- All supervisors are required to have first aid cards. Other employees may be certified.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.
- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

Safety Training

Training is an essential part of our plan to provide a safe work place at North Beach Water District. To ensure that all employees are trained *before* they start a task that requires training, the Crew Supervisor will provide needed training. The Crew Supervisor is responsible to verify that each employee has received an initial orientation, has received any training needed to do the job safely and

that the employee file documents the training. The office manager will make sure that an outline and materials list is available for each training course we provide:

<u>Course</u>	<u>Who must attend</u>
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	Employees who uses or is exposed specific chemical(s)
Fire extinguisher safety	All employees
Lockout Tagout Training	Employees who use or service equipment.

Basic Orientation Training Course Outline

Required Materials:

- North Beach Water District's Accident Prevention Program Manual.

Outline: 1-hour class

- Review Accident Prevention Program Manual (APP) and all Appendices.
- Explain how to report *all* injuries.
- Explain the importance of safety meeting attendance.
- Explain the employees responsibilities found in the APP.
- Answer all questions.
- Have employees sign their names to the training roster.

Safe Lifting Training Course Outline

Required Materials:

- Trainum Safety Solutions Video and written materials. On file at District business office.
- North Beach Water District's Accident Prevention Program Manual.

Outline: 1.5-hour class

- Talk about injury statistics related to lifting and handling materials.
- Talk about some injuries that have occurred in our work place.
- Show Video.
- Answer questions from participants about video.
- Go over safe lifting rules in the Accident Prevention Program.
 - Demonstrate techniques.

- Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
- Have employees sign their names to the training roster.

Chemical Hazards (General) Training Course Outline

Required Materials:

- Trainum Safety Solutions Video - Hazard Communication - the New Millennium. On file at the District's business office.
- North Beach Water District's Accident Prevention Program Manual.

Outline: 1-hour class

- Talk about injury statistics related to improper chemical handling.
- Talk about some injuries that have occurred in our work place.
- Show Video.
- Answer questions from participants about video.
- Have employees sign their names to the training roster.

Chemical Hazards (Specific) Training Course Outline (must have completed the Chemical Hazards General Training Course)

Required Materials:

- District's MSDS Sheets.
- North Beach Water District's Accident Prevention Program Manual.

Outline: 1-hour class

- Talk about injury statistics related to improper chemical handling.
- Talk about some injuries that have occurred in our work place.
- Review MSDS sheets for each chemical employee will be exposed to or will be working with.
- Have employees sign their names to the training roster.

Fire Extinguisher Training Course Outline

- This course is provided by Pacific County Fire District #1. The employee will provide proof of training provided by the Fire District.

Lockout Training Course Outline

Required Materials:

- Trainum Safety Solutions Video - Lockout/Tagout - Hazardous Energy Source. On file at the District's business office.
- North Beach Water District's Accident Prevention Program Manual.

Outline: 1-hour class

- Talk about injury statistics related to improper chemical handling.

- Talk about some injuries that have occurred in our work place.
- Show Video.
- Answer questions from participants about video.
- Have employees sign their names to the training roster.

The signatures below document that the employee has received the following training:

- ☐ Basic Orientation
- ☐ Safe Lifting
- ☐ Hazardous Chemicals (general)
- ☐ Hazardous Chemicals (specific)
- ☐ Fire Extinguisher Training
- ☐ Lockout Tagout Training

Employee: _____ Training Date: _____

Trainer: _____

Trainer Comments:

Employee Comments:

Appendix A
Accident Prevention Program Forms

Employee Safety Orientation Form

Instructions: Each new employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The Supervisor is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

_____ Has been:

(print employee name)

- ☐ Given a copy of the employee safety manual and general safety rules and has read it.
- ☐ Told when required safety meeting are scheduled.
- ☐ Told to report all injuries and shown how to report all injuries.
- ☐ Told to report all hazards to his/her supervisor and shown how to report hazards.
- ☐ Shown where the first aid supplies are located and who to call for first aid.
- ☐ Told what to do during an emergency that could be expected to occur.
- ☐ Trained on safe methods to perform the job the employee is assigned including:
 - ☐ Basic orientation
 - ☐ Safe lifting
 - ☐ Chemical hazards general
 - ☐ Chemical hazards specific
 - ☐ Fire Extinguisher Use
 - ☐ Lockout Tagout Awareness
 - ☐ Lockout Tagout Advanced

Employee Job Assignment: _____

Initial Personal Protection Equipment provided: _____

The signatures below document that the above orientation was completed on the date below.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Employee Injury/Illness Report

Instructions: Employees may use this form for reporting work-related injuries, illnesses, and other events that could have caused an injury or illness - no matter how minor. This helps the District identify and correct hazards before they cause serious injuries. Complete this form and give it to your supervisor as soon as possible after you are injured or become ill on the job. Also, use this form to report a near miss. Please Print.	
I am reporting a work-related: % Injury % Illness % Other:	
Your Name:	
Job Title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? % Yes % No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe, step-by-step, what led up to the injury/near miss (continue on back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? % Yes % No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? % Yes % No	
If yes, when?	Employer (if applicable):
Your signature (optional):	Date:
Report received by:	Date:

Incident Investigation Checklist

Instructions: This form is intended to assist you in conducting an incident investigation. It can be used after you become aware of an incident to investigate and make changes in your workplace to prevent a similar incident in the future. **The shaded box in the left-hand column indicates steps that are required by law.**

Part 1. How serious is the injury?	GO TO
If an employee has died, is expected to die or two employees are admitted to the hospital.	Part 2
If an employee has suffered a serious injury with immediate symptoms.	Part 3
If the injury is minor or a near miss.	Part 4
Part 2. Fatal or Multiple Hospitalization	GO TO
Do not disturb the incident scene except to aid in rescue or make the scene safe.	
Report the incident to Labor & Industries within 8 hours. Call: L&I at 1-800-4-BE-SAFE or OSHA at 1-800-321-6742 and leave a message OR call local L&I office. (do not fax or leave a voice mail message at the local office)	
Assist the Labor & Industries investigator	Part 3
Part 3. Investigate Serious Injuries/Illnesses	
Organize an investigation team: <ul style="list-style-type: none"> • Supervisor or other employer representative. • Employee representative. • Another person(s) with needed expertise. 	
Get written statements from victims and witnesses as soon as possible.	
Take photographs to document the injury scene as soon as possible.	
Make measurements of anything remotely relevant as soon as possible.	
Enter recordable injuries on the OSHA log within 6 days.	
Based on the facts gathered above, develop a theory about what happened and why.	
Check your theory against the facts. Does it fit? If not, develop a new theory and/or continue fact finding.	
Make recommendations for changes to prevent a similar incident in the future.	
Document the findings in an injury/illness investigation report.	
Implement the recommended changes.	
Check to see that the changes are effective in preventing a future incident. If not, make additional changes as needed.	
Review the findings and changes with the safety committee or at an employee safety meeting.	
Make additional changes as necessary based on their input and review.	
Investigation Complete	
Step 4. Minor Injury or Near Miss	GO TO
If the injury or near miss could have resulted in a serious injury or death.	Part 3
Enter recordable injuries on the OSHA log within 6 days.	
Review the OSHA and incident logs with the safety committee	
Make changes to the workplace as necessary based on input and review.	
Investigation Complete	

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness).
Please Print.

Nature of incident: <input type="checkbox"/> Death <input type="checkbox"/> Hospitalization	Nature of incident: <input type="checkbox"/> Time loss <input type="checkbox"/> No time loss	Nature of incident: <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss
Date of incident:	Date Report Started:	
Name:	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female Age:	
Job title at the time of the incident:		
Parts of the body affected:	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrape <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bones <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion <input type="checkbox"/> Crushing <input type="checkbox"/> Cut or puncture <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to body system <input type="checkbox"/> Other:	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary Months with employer: Months doing job: Other injuries information:
Exact Location of the incident:	Exact Time:	
What part of the employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> During normal work activities <input type="checkbox"/> During meal or break period <input type="checkbox"/> Overtime <input type="checkbox"/> Other:		
Name of witness(s):		
Number of Attachments:	Written Statements:	Photographs: Maps/Drawings:
What PPE was being used?		
Describe, step by step, the events that led up to the injury. Include the names of machines, parts, objects, tools, materials, and other important details:		
Continued on next page		

Step 3: Why did the incident happen?	
Unsafe Workplace Conditions (Check all that apply)	Unsafe Acts by People (check all that apply)
<input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment is defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed PPE <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No or insufficient training <input type="checkbox"/> Other:	<input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear PPE <input type="checkbox"/> Failure to use available equipment/tools <input type="checkbox"/> Other:
Why did the unsafe condition exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly" or "the product is less likely to be damaged") that may have encouraged unsafe conditions or acts: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Were unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> YES <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> YES <input type="checkbox"/> No	
Step 4: How can similar incidents be prevented?	
What changes do you suggest to prevent this injury/illness/near miss from happening again? <input type="checkbox"/> Stop the activity <input type="checkbox"/> Guard the hazard <input type="checkbox"/> Train the employee <input type="checkbox"/> Train the supervisor <input type="checkbox"/> Redesign task procedure <input type="checkbox"/> Redesign workstation <input type="checkbox"/> Write new policy/rule <input type="checkbox"/> Enforce existing policy <input type="checkbox"/> Routinely inspect for hazard <input type="checkbox"/> Increase PPE requirement <input type="checkbox"/> Other:	
What should be (or has been) done to carry out the suggestions (s) checked above?	
<input type="checkbox"/> Description continued on attached pages	
Step 5: Who completed and reviewed this form?	
Written by:	Title:
	Date:
Names of Investigation Review Team Members:	
Written by:	Title:
	Date:

Appendix B
Job Hazard Analysis



Job Hazard Analysis **North Beach Water District**

Date of Analysis: December 3, 2012

Participants:

William Neal

Robert Hunt

Jack McCarty

Water Line Repair	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Crushing or suffocation from trench cave-in resulting from lack of shoring or inadequate stepping of trench sides. NOTE: No trenching or excavations greater than 3 feet in depth will be made by NBWD employees unless there is a competent person (see OSHA OTM Sec. V Chapter 2) on site at all times. • Crushing from contact with equipment (i.e. backhoe, saw ect.) due to lack of communication from operator or failure to operate in accordance with manufacturer's specifications. • Crushing from collision with traffic due to inadequate traffic control. • Electrocution from contact with power lines (overhead or underground) due to inadequate locates or inattention. • Cuts, pinches and abrasions due to improper handling of pipe fittings or materials. • Back Injury due to improper lifting techniques • Hearing Damage due to exposure to loud equipment and machinery. 	<ul style="list-style-type: none"> • Standard Issue • Hard Hat • Gloves - coated fabric (see OSHA publication 3151-12R 2003 page 24) • Safety glasses (see OSHA 3151-12R 2003 page 11) • Hearing protection (see OSHA 3151-12R 2003 pages 30-32) • Shoring (see OSHA OTM Sec. V Chapter 2)
Polymer Handling (Nalcolyte® 8103 / 8105)	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Chemical contact (eye or skin) due to lack of PPE or care in handling. • Back injury due to improper lifting techniques. • Slip/trip/fall injury due to wet surfaces or inadequate housekeeping or work area. 	<ul style="list-style-type: none"> • Standard issue • Splash proof goggles with face shield. • Rubber gloves. • Apron and long sleeve garment.

Water Meter Reading	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Back Injury due to improper lifting techniques (vault lids) or bending while meter reading. • Crushing from collision with traffic due to inattention to surrounding conditions. • Bites or stings from loose dogs or insects (e.g. spiders, bees, ect.) residing in meter boxes. 	<ul style="list-style-type: none"> • Standard issue • Gloves - coated fabric (see OSHA publication 3151-12R 2003 page 24)
Reservoir Maintenance	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • UNDER NO CIRCUMSTANCE ARE EMPLOYEES TO ENTER WATER RESERVOIRS. • Fall hazard due to improper use of, or failure to use adequate fall protection. 	<ul style="list-style-type: none"> • Standard issue • Hard hat • Fall protection (see DOSH publication F414-133-000 page 600-18)
Mowing and Trimming	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Crushing due to operating equipment on steep slopes (roll-over). • Cuts and abrasions due to flying debris from mower and weed eater. • Insect Bites and stings due to bees, wasps, spiders, ect. 	<ul style="list-style-type: none"> • Standard issue • Gloves - coated fabric (see OSHA publication 3151-12R 2003 page 24) • Safety glasses (see OSHA 3151-12R 2003 page 11)
Flagging	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Crushing from collision with traffic due to inadequate traffic control. <p>Note: Only Employees with flagger certification are permitted to provide traffic control.</p>	<ul style="list-style-type: none"> • Standard issue
Equipment Repair	
Potential Injury Risk Factors	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Crushes, pinches, cuts, or abrasions due to improper tool use or inadequate PPE or inattention. 	<ul style="list-style-type: none"> • Standard issue • Gloves - coated fabric (see OSHA publication 3151-12R 2003 page 24) • Safety glasses (see OSHA 3151-12R 2003 page 11)

Standard Issue Personal Protective equipment to be worn independent of task/job shall consist of steel-toed boots with slip resistant soles and safety vest (orange/neon with reflective material)

Appendix C
Lockout Tagout Program

Lockout/Tagout Program

The purpose of this program is to establish the minimum requirements for the lockout and tagout of energy material sources associated with the water infrastructure systems of the North Beach Water District, Washington. Lockout/tagout procedures shall be followed anytime servicing or maintenance activities associated with the energy sources at applicable systems are required.

Lockout/Tagout Associated Personnel

The following are definitions of personnel associated with the lockout/tagout program of North Beach Water District.

Affected Employee - An employee whose job requires him/her to operate or use machinery or equipment on which servicing or maintenance is being performed under lockout and tagout, or whose job requires the employee to work in an area in which isolation of hazards is necessary to provide a safe workplace.

Authorized Employee - A person who locks out or tags out machinery or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include servicing or maintenance.

Supervisor - A person responsible for verifying that all proper lockout/tagout procedures are being followed. The site supervisor must ensure that the power disconnects, appropriate attachment of locks and tags, and proper documentation of the procedure are implemented. He/she is also the designated custodian and controller for all locks and tags issued to authorized employees.

Circumstances Requiring Lockout/Tagout

- Lockout/tagout procedures shall be implemented anytime the following equipment/appurtenances require servicing or maintenance:
- Electrically-powered mechanical devices
- Control panels
- Power pole and associated meter and meter socket (maintenance to be performed by power company only)
- Electrical connections
- Automated systems

Lockout/Tagout Locations

The following lists potential locations where lockout/tagout can be implemented:

- Electrical disconnect on power pole
- System control panel
- Main junction box

Lock and Tag Requirements

Locks and tags shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Locks must be capable of controlling the equipment in such a manner that the equipment cannot be operated until the lock is removed.

A tag stating "This lock and tag to be removed only by authorized personnel" should accompany all locks. All tags must contain the authorized employee name, date of application of the lock, equipment name, and reason for lockout.

Lockout/Tagout Procedures

Due to system electrical instrumentation, it is important that specific procedures be followed when shutting down the power to a system or piece of equipment. Anytime maintenance or servicing is to be performed, lockout of the power supply to the system is required. Prior to performing maintenance or servicing, the system should be shutdown in accordance with the manufacturer's manual or approved procedures. Upon system shutdown, the main power disconnect on the power pole should be locked out of service. The following presents procedures to be followed for lockout of each system:

1. Prior to initiating, servicing or maintenance activities, the Authorized Employee shall contact the Site Supervisor to receive authorization for instituting lockout.
2. The Site Supervisor shall provide an appropriate lock(s) for the system and fill out the Lockout Log (attached).
3. The Authorized Employee may then mobilize to the site, perform controlled shutdown of the system and lockout the system at the main power disconnect.
4. Upon installing the lock, the employee will affix a tag to the lock. Refer to the Lock and Tag Requirements section for requirements of the tag.
5. After installing the lock, the Authorized Employee will try to start the system to ensure that no power is being supplied to the system.

6. The Authorized Employee may then initiate servicing or maintenance activities.
7. Upon completion of maintenance activities, the Authorized Employee may remove the lock and tag from the main power disconnect and perform system startup consistent with manufacturer's manual or approved procedures.
8. The Authorized Employee will notify the Site Supervisor of removal of the lock and tag within one workday of restarting the system.

Lockout Log

Authorized Employee	Date	Equipment Locked Out	Reason for Lockout

Appendix D
Confined Space Entry Program

Confined Space Entry Program

This confined space entry program has been generated by North Beach Water District to:

- Identify all permit-required confined spaces in our workplace.
- Describe procedures for worker safety and health in permit-required confined spaces.

Employees will participate in developing and implementing the program in the following ways:

- Review of the program following hire and annually thereafter.
- Maintenance of confined space entry certification (every four years).
- Implementation of this program through adherence to policies defined within.

North Beach Water District will treat all confined spaces as permit-required spaces until they have been evaluated **and** are determined to be non-permit-required and documented accordingly. Conducting work around and within a confined space presents a number of potential hazards that an individual should remain aware of at all times including but not limited to:

- Engulfment and drowning
- Presence of toxic gases equal to or more than 10 parts per million (ppm). Hydrogen sulfide measured as an eight-hour time-weighted average. If the presence of other toxic contaminants is suspected, specific monitoring programs will be developed.
- Presence of explosive/flammable gases equal to or greater than ten percent of the lower flammable limit (LFL)
- Oxygen deficiency resulting from a concentration of oxygen in the atmosphere equal to or less than 19.5% by volume.

ROLES & RESPONSIBILITIES

The following shows which employees are responsible for the tasks outlined:

Responsibility	Reasonable Person
Evaluate work locations - determine if: <ul style="list-style-type: none">• Confined space(s) exists at the worksite.• Permit required confined space(s) exist at the worksite.	General Manager
Evaluate hazards and determine the appropriate entry procedure for the space. Note: <ul style="list-style-type: none">• Until evaluated and documented otherwise, all confined spaces will be considered permit-required spaces.• Alternate entry procedure may apply when the only hazard remaining in the space is a potential hazardous atmosphere controlled by the use of forced air ventilation.	General Manager

Reevaluate the space when the use, configuration, or hazards of a confined space change.	General Manager
<p>Monitoring and testing as follows:</p> <ul style="list-style-type: none"> • Conduct initial monitoring to identify and evaluate any potentially hazardous atmospheres • Complete atmospheric testing in the following order: <ul style="list-style-type: none"> ✓ Oxygen ✓ Combustible gases ✓ Toxic gases and vapors • Record the data on entry form • Keep these records on-site 	General Manager
Inform exposed or potentially-exposed employees or contractors or employees of contractors of the existence and hazards of confined spaces using methods described below under "Control Confined Space Entry."	General Manager
<p>Provide employees, contractors, or contractors employees entering confined spaces, or their designated representative, an opportunity to observe pre-entry testing and any subsequent testing.</p> <ul style="list-style-type: none"> • All test results will be provided to the entrants or their representatives upon request. • The space will be reevaluated if the entrants or their representative believe that the permit space was inadequately tested. 	General Manager
Ensure all equipment needed for safe entry into confined space is available and in proper working order.	General Manager
Conduct a review using the canceled entry permits to identify and correct any deficiencies in the program.	General Manager
<p>Inform contractors and/or contractor's employees who will be entering the District's permit required confined spaces:</p> <ul style="list-style-type: none"> • The work place contains permit required confined spaces and entry is allowed only if the applicable requirements of this chapter are met. • The identified hazards and the Districts experience with each permit required confined space. • Precautions or procedures the District require for protection of employees in or near spaces where the contractor will be working. • The need to coordinate entry operations with District employees or employees of different contractors working in or near the permit required confined space. • The need to discuss entry operations with the District when they have completed their work to include: <ul style="list-style-type: none"> ✓ The program followed during confined space entry; and ✓ Any hazards confronted or created. 	General Manager
To follow all confined space requirements in this chapter and in other rules that apply when district employees are	General Manager
To follow all confined space requirements in this chapter and in other rules that apply - Contractor	Contractor

IDENTIFY CONFINED SPACES AND HAZARDS

The following table is a list of North Beach Water District confined spaces and hazards:

Confined Space	Type of Space	Location	Hazard
NWFR-1	Water Reservoir	North Wellfield	Engulfment & Drowning
NWFR-2	Water Reservoir	North Wellfield	Engulfment & Drowning
NWFR-3	Water Reservoir	North Wellfield	Engulfment & Drowning
SWFR-1	Water Reservoir	South Wellfield	Engulfment & Drowning

Control of Confined Spaces:

North Beach Water District employs the following method(s) to inform employees, contractors, contractors employees and the general public about the existence and hazards of confined spaces, and prevent unauthorized entry:

- Posting danger signs at each permit space reading "Danger-Confined Space - "Do Not Enter"
- Maintaining of locks on entry locations, where feasible.

Rescue and Emergency Services

Following defines the procedure to be immediately implemented should rescue from a confined space be required:

- Call Local Rescue Services 911 (Pacific County Fire District #1 at 360.665.4451)

North Beach Water District Employees are not permitted to enter any confined space weather listed or not.

In the event conditions change that will require North Beach Water District Employees to enter confined spaces then, North Beach Water District Employees will be properly trained and adequate PPE will be acquired and this section of the APP will be amended to include:

- Permit entry procedures;
- Alternate entry procedures;
- Classify confined spaces;
- Training.

Appendix E
Hazardous Chemical Communication
Program

HAZARDOUS CHEMICAL COMMUNICATION PROGRAM

Each District employee will be informed about the chemicals which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid the hazards while in the performance of their job. North Beach Water District is committed to the prevention of exposures that result in injury and/or illness and complying with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by District employees, the following hazardous information program has been established.

All District employees will participate in the Hazardous Chemical Communication Program. This written program will be available at the District's Business Office and North Wellfield Office and at the South Wellfield for review by any interested employee.

Container Labeling

The Crew Supervisor or his designee is responsible for container labeling procedures, reviewing, and updating. They must verify that all containers received for use will:

1. Be clearly labeled as to the contents.
2. Note the appropriate hazard warning.
3. List the name and address of the manufacturer.

How to Read and Interpret Labels: Labels have or show:

- **Identity of the Chemical:** a code number, chemical or trade name.
- **Signal Word** -- telling you the degree of hazard: "**Caution!**" or "**Warning!**" or "**Danger!**"
- **Hazard Statement** -- telling you the major hazards you face: "**Extremely Flammable**" or "**Harmful If Inhaled.**"
- **Precautions** -- what to do to avoid injury or illness: "**Avoid Breathing**" or "**Wash Thoroughly After Handling.**"
- **Instructions In Case Of Exposure** -- first-aid information telling you what to do if you're exposed to a chemical.

- **Antidotes** -- measures that can be used by a medical person to counteract the effects of chemical exposure.
- **Fire, Spill, Leak Instructions** -- how to put out or control fires, clean up leaks or spills.
- **Notes To Physician** -- information for physicians in case someone is exposed to a chemical.
- **Handling and Storage Instructions** -- special procedures for handling and storing chemical containers.

Material Safety Data Sheets (MSDS)

The Crew Supervisor or his designee is responsible for establishing and monitoring the District's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDS's and will review incoming MSDS's for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain MSDS's and review incoming MSDS's for new or significant health and safety information are as follows:

1. Name of chemical.
2. Name, address, and phone number for hazard and emergency information.
3. The date the MSDS was prepared.
4. Chemical and common names of hazardous ingredients in the chemical (unless it is a trade secret).
5. Limitations on exposure levels of the chemicals.
6. Physical and chemical characteristics.
7. Flammability, Reactivity, Stability of the chemical.
8. How the chemical enters your body. (routes of entry)
9. Health hazards - physical effects (skin, lungs, eyes, and nervous system)
10. Carcinogenic possibilities.
11. Emergency First Aid Procedures.
12. Safe handling procedures.
13. PPE required in using the chemical.

MSDS books are located at the North Wellfield Office and the North Wellfield Shop

MSDS's will be available to all employees during each work shift. If an MSDS is not available, or a new chemical in use does not have an MSDS, immediately contact the Crew Supervisor or his designee.

The Crew Supervisor or his designee is responsible for the Hazard Communication Training Program. All employees of North Beach Water District will attend one or more training courses and will receive information on the following: An overview of the requirements contained in the Hazard Communication Standard.

- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the District has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS's in order to obtain hazard information.
- Location of the MSDS file.
- Hazard Communication Program. Before introducing a new chemical hazard in any department, each employee in that department will be given information and training as outlined above for the new chemical

New employees will be given the applicable training courses upon being hired by the District

Informing Contractors and Multi-Employer Work Places

It is the responsibility of General Manager to provide employees or any other employers, or contractors at the work site, with the following information:

Copy of the Hazardous Communication Program.

Copies of MSDS's (or make them available at a central location) for any hazardous chemicals that the other employers' employees may be exposed to while working.

Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.

Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of Crew Supervisor or his designee to identify and obtain MSDS's for the chemicals the contractor is bringing into the work place.

List of Hazardous Chemicals

A list of all known Hazardous Chemicals used by North Beach Water District's employees on any particular job is available in the front of the Material Safety Data Sheets Books (MSDS)

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 18-2012

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH
DISTRICT, PACIFIC COUNTY, WASHINGTON, ADOPTING AN ACCIDENT
PREVENTION PROGRAM AND CHEMICAL HAZARD COMMUNICATION PROGRAM.**

WHEREAS, chapter 296-800-14005 of the Washington Administrative Code requires the District to develop a formal accident prevention program that is outlined in writing and tailored to the needs of the District's particular workplace and to the types of hazards involved; and

WHEREAS, chapter 296-800-17005 of the Washington Administrative Code requires the District to develop implement, and make available a written Chemical Hazard Communication Program specific to the District's workplace; and

WHEREAS, the Board of Commissioners places the high priority on the safety of the District's employees, venders, and persons visiting North Beach Water District facilities; now, therefore

BE IT RESOLVED by the Board of Commissioners of North Beach Water District that the attached Accident Prevention Program that includes a Chemical Hazard Communication Program be adopted at its regular meeting held on the 17nd day of December, 2012.



Brian Sheldon, Commissioner
Position #1



Gwen Brake, Commissioner
Position #2



RD Williams, Commissioner
Position #3

