RESOLUTION NO. 2014-35

A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD
ADOPTING AN ACCIDENT PREVENTION PROGRAM POLICY

WHEREAS, Mason Transit Authority’s goal is to comply with WISHA Regulations, WAC296-800-140, Mason Transit Authority has a responsibility to establish, supervise and enforce an Accident Prevention Program that is effective in practice. MTA has created a formal accident prevention program tailored to fit the needs of MTA.

NOW THEREFORE BE IT HEREBY RESOLVED by the Mason Transit Authority Board that POL-600 Accident Reporting and Investigation Policy, attached hereto and incorporated herein, be established and adopted.

Dated this 16th day of December, 2014.

Mike Olsen, Chair

Ginny Beech, Authority Member

Terri Jeffreys, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Vice-Chair

John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

Cheryl Williams, Authority Member

APPROVED AS TO CONTENT: Brad Patterson, General Manager

APPROVED AS TO FORM: Robert W. Johnson, Legal Counsel

ATTEST: Jeri A. Wood, Clerk of the Board

DATE: 12/16/14
### POL-603 ACCIDENT PREVENTION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees: full-time, part-time, contract employees and contractors when they are on MTA property or when performing MTA-related business off property.

#### 1.0 Safety Orientation

Each employee will be given a safety orientation by the Human Resources Manager and Facilities Technician. The orientation will cover the following items:

1.1 A description of the accident prevention program:

- MTA has a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in 2.0 below.
- We also have basic safety rules that all employees must follow. They are:
  - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
  - Do not remove or disable any safety device! 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 at the designated smoking area.
  - Horseplay, running and fighting are prohibited.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide
Page 1 of 4
Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

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

- If you are injured or become ill on the job, report this to your immediate supervisor or team manager.
- First aid kits are located in all work areas and vehicles. These will be identified during orientation.
- We require all supervisors/managers to have first-aid/CPR training.
- We have also posted emergency phone numbers next to evacuation signs.

1.3 How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, stop the person, and immediately report it to a supervisor or MTA facility help desk.

1.4 What to do in an emergency including how to exit the workplace.

- An evacuation map for the building is posted beside each exit door. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.
- Fire Emergency
  - You will be trained on how to use a fire extinguisher as part of your orientation.
  - If you discover a fire, tell another person immediately. Call or have them call 911 and a supervisor.
    - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers).
    - If the fire grows or there is thick smoke, do not continue to fight the fire.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide
Page 2 of 4
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

- Earthquake Emergency
  - During an earthquake, if you are inside a building:
    - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
    - When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
    - Evacuation should proceed as quickly as possible since there may be aftershocks.
    - Supervisors must account for each employee in their work group as quickly as possible.
    - First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
    - If a gas odor is in the building, call 911, evacuate the building, and contact maintenance staff.
    - Employees must not re-enter the building once evacuation is complete.
    - Do not approach or touch downed power lines or objects touched by downed power lines.
    - Do not use the phone except for emergency use.
    - Turn on a radio and listen for public safety instructions.
  - If you are outside: Stand away from buildings, trees, telephone and electric lines.
If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

1.5 Identification of hazardous chemicals used at this location.
   • Safe use and emergency actions to take following an accidental exposure.
   • We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

1.6 Use and care of required personal protective equipment (PPE).
   • Some tasks in our agency require an employee to wear PPE to protect against injury.
   • You will be instructed by your supervisor or use the manufacturer’s instructions on how to use and care for PPE.

1.7 On-the-job training about what you need to know to perform the job safely.
   • Before you are first assigned a task, your supervisor or designee will show you what to do along with safety instructions and required PPE.
   • We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
   • Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

2.0 Safety Committee

2.1 Our committee will consist of volunteers representing management, drivers, maintenance, operations and facilities.

2.2 The safety committee members will elect a chairperson, vice chairperson and secretary.

2.3 The safety committee will hold scheduled meetings a minimum of once quarterly.

See Also: MTA Employee Handbook, POL-600 Accident Reporting & Investigation, FRM-603 Safety Orientation Guide
Page 4 of 4
Safety Orientation Guide

Trainer: ___________________________ Employee: ___________________________
Title: ___________________________ Position: ___________________________
Date: ___________________________ Hire Date: ___________________________

Note: This checklist is a guideline for conducting employee safety orientations for employees new to MTA. Once completed and signed by both trainer and employee, it serves as documentation that orientation has taken place and will be placed in employee's personnel file.

1. Explain the company safety program, including:
   - Orientation
   - On-the-Job Training
   - Safety Meetings
   - Accident Investigation
   - Disciplinary Action

2. Key Code __________ and how to activate/deactivate alarm system

3. Use and care of personal protective equipment (hard hat, fall protection, eye protection, etc.)

4. Line of communication and responsibility for immediately reporting accidents:
   - When to Report an Injury
   - How to Report an Injury
   - Who to Report an Injury To
   - Filling Out Accident Report Forms

5. General overview of operation, procedures, methods and hazards as they relate to the specific job

6. Pertinent safety rules of MTA and WISHA

7. First aid supplies, equipment and training:
   - Obtaining treatment
   - Location of facilities
   - Location and names of first-aid trained personnel

8. Emergency plan:
   - Exit location and evacuation routes
   - Use of fire-fighting equipment (extinguishers, hose)
   - Specific procedures (medical, chemical, etc.)

9. Vehicle safety

10. Personal work habits:
    - Serious consequences of horseplay/fighting
    - Inattention
    - Smoking policy
    - Good housekeeping practices
    - 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.

Date: ___________________________ Supervisor's Signature: ___________________________

Date: ___________________________ Employee's Signature: ___________________________

FRM-603