

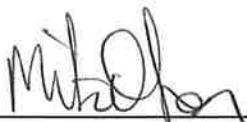
RESOLUTION NO. 2014-35

**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.

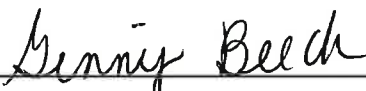
NOW THEREFORE BE IT HEREBY RESOLVED by the Mason Transit Authority Board that POL-600 Accident Reporting and Investigation Policy, attached hereto and incorporated herein, be established and adopted.

Dated this 16th day of December, 2014.

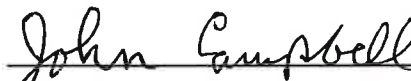


Mike Olsen, Chair

Deborah Petersen, Vice-Chair



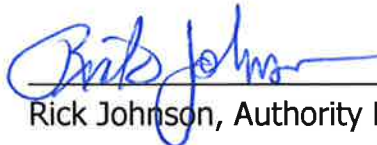
Ginny Beech, Authority Member



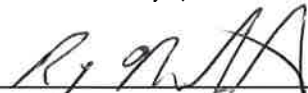
John Campbell, Authority Member



Terri Jeffreys, Authority Member



Rick Johnson, Authority Member




Randy Neatherlin, 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



Title:	Accident Prevention Program
Number:	603
Effective:	January 1, 2015
Cancels:	N/A
Prepared by:	Rikki Johnson, Human Resources
Approved by:	Authority Board Resolution No. 2014-35

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



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- 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.



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Number: 603
Effective: January 1, 2015
Cancel: N/A
Prepared by: Rikki Johnson, Human Resources
Approved by: Authority Board
Resolution No. 2014-35

- 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.



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- 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.



Safety Orientation Guide

Trainer: _____
 Title: _____
 Date: _____

Employee: _____
 Position: _____
 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.

	Date	Initials
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: _____