

	<p>Title: Accident Prevention Program</p> <p>Number: 603</p> <p>Effective: June 18, 2019</p> <p>Cancel: January 1, 2015</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-15</p>
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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 Safety & Training Supervisor, Manager or designee. The orientation will cover the following items:

1.1 A description of the accident prevention program:

- MTA has a formal written accident prevention program, Health and Safety Manual, 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, FRM-600C, FRM-600D



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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 Injuries.

- 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 Operations/Maintenance personnel to have first-aid/CPR/AED training.
- We have also posted emergency phone numbers next to evacuation signs.

1.3 Reporting unsafe conditions and practices.

- If you see something that is unsafe, document the condition on FRM-600C Report of Unsafe Facility Condition or Hazard and submit to a supervisor or manager immediately.
- If you see someone working unsafely, stop the person and immediately report it to a Supervisor or Manager.

1.4 Responding to a Report of Unsafe Facility Condition or Hazard.

- Utilizing FRM-600D Safety Hazard Correction Report, the Safety & Trainer Supervisor, manager or designee is responsible for documenting the steps taken to rectify the unsafe condition.
- Completed forms FRM-600C and FRM-600D are to be forwarded to the Safety Committee and retained for a minimum of one year.

1.5 Emergency Procedures.

- 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

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- 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.
 - Tell other employees in the area to evacuate.
 - Go to the designated assembly point outside the building.
 - In the case of a vehicle fire, use the fire extinguisher to extinguish flames at exits.
- 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



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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: Stay away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle. Stay off soft shoulders. Keep away from ditches or abrupt road shoulder edge.

1.6 Identification of Hazardous Chemicals.

- 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.

1.7 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.

1.8 On-the-job Training before Performing 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.

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- 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.

3.0 Non-employees

The Team Manager or designee will perform a safety orientation for contractors or contract employees.