

# Accident Prevention Program (APP)



Clover Park Technical College – Operations

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The Accident Prevention Program (APP) was developed in order to implement procedures necessary to comply with Washington State and federal safety regulations. It is a living document that changes as necessary to reflect newly identified hazards and safety concerns. The elements of the program are general in nature and cover a broad spectrum of occupational health and safety related areas. It is designed to prevent accidents and injuries in the workplace. The current version of this document is available online [here](#).

### Responsibilities

The Accident Prevention Program (APP) affects employees in a number of ways. Its success depends upon the support and engagement of key groups and individuals. Each one has a valuable role to play in ensuring effective implementation and program sustainability.

Director/Dean Responsibilities (oversight of direct-line supervisors)

- Directors/Deans are responsible for ensuring a strong emphasis on the time and resources necessary for supervisors to institute the activities of this program.
- Directors/Deans set the example by actively supporting and promoting safety.

Supervisor Responsibilities (direct guidance to employees)

Supervisors will:

- Ensure all employees (current and new) receive an on-the-job safety orientation; showing employees what they need to know and do in order to perform their job assignments safely.
- Conduct a Job Hazard Analysis (JHA) for each employee work task or position.
- Ensure implementation of applicable supplemental safety programs for employees.
- Ensure each employee receives training on safe operation of equipment before starting work.
- Ensure each employee receives and is instructed in the use and care of required personal protective equipment (PPE) before starting work.
- Conduct daily walk-around safety checks of the work area, correcting any hazards and noting observed unsafe behavior.
- Ensure employees complete and submit the *Accidental Injury or Occupational Illness Report* within 24 hours of an illness or accident.
- Set the appropriate example by following safety rules and attending training.

Employee Responsibilities

Employees will:

- Follow safety rules described in this program, [WISHA safety standards](#), and all training received.
- Promptly report hazards or near misses to a supervisor or an All Hazard committee representative. Find your representative on the All Hazard Membership/Roster [here](#).
- Immediately report all injuries to your supervisor, regardless of how serious.
- Complete and submit an [Accidental Injury or Occupational Illness Report](#) within 24 hours after onset of illness or being involved in an accident on the college campus or at a sanctioned activity off campus.
- Use personal protective equipment (PPE) in good working condition when and where it is required.
- Leave intact any safety device or safeguard provided for employee protection.
- Use safe work practices on the job.
- Make suggestions to a supervisor, All Hazard committee representative, or management about changes you feel will improve employee safety.

## Safety Orientation

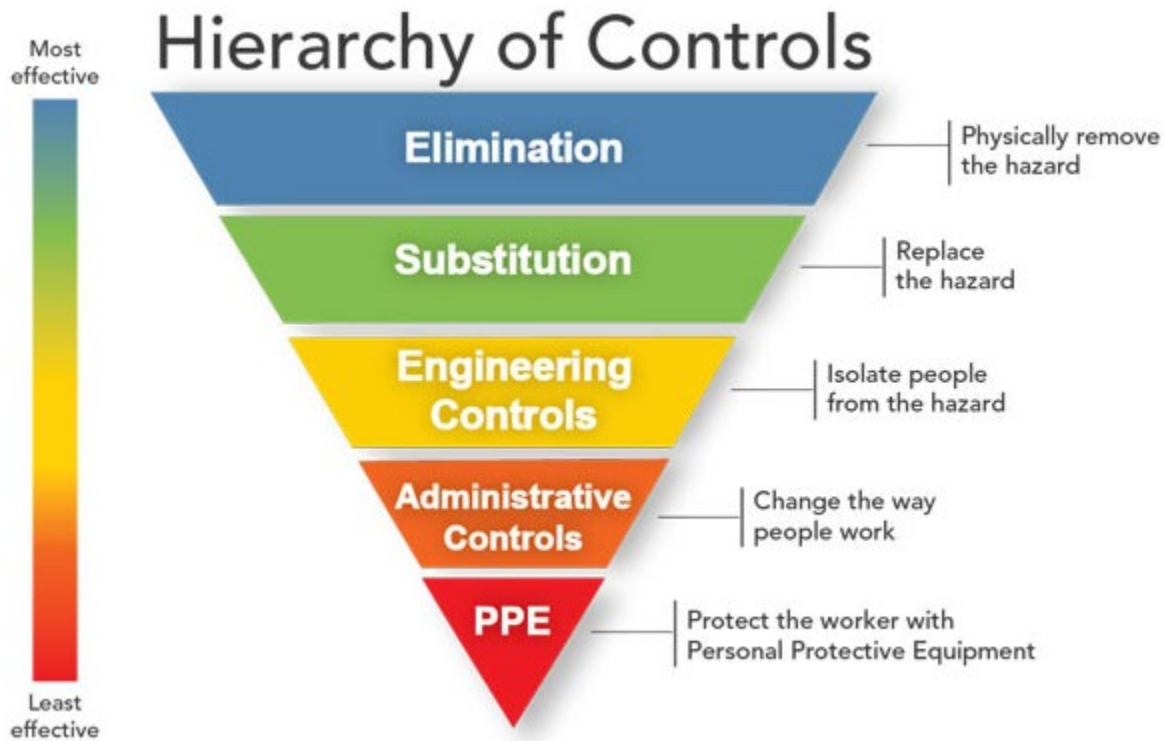
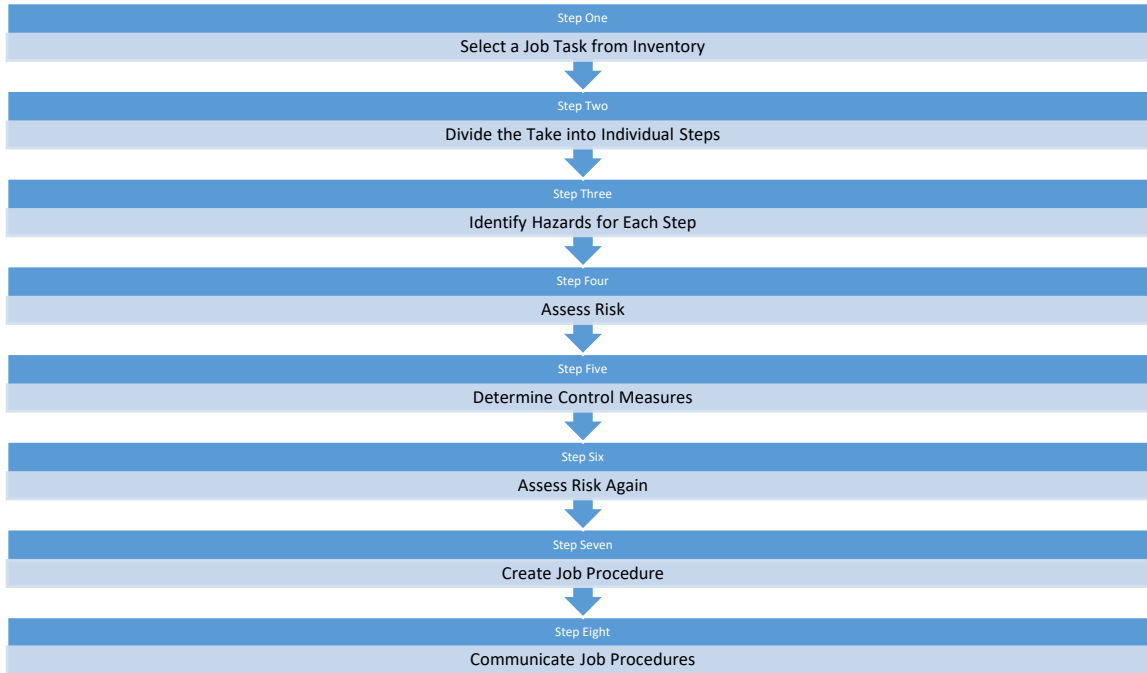
Supervisors or their designees must provide a safety orientation to all employees, even those transferred from another department. This orientation will be documented in the employee file. The following will be included:

- A description of the accident prevention program (APP) and information contained in this document.
- A review of any relevant supplemental programs that may apply to the employee. For example, fall protection.
- An on-the-job orientation where employees are shown how to perform their job safely. At this time the supervisor and employee will conduct a [Job Hazard Analysis \(JHA\)](#) and ensure implementation of the results. The outcome may be specialized training, PPE, rules, documented procedures, etc.
- Instructions of how and when to report injuries and where to find the form.
- An office orientation including where first aid supplies are located.
- Information about the use and care of any required PPE.
- A discussion to ensure employees are familiar with emergency response procedures located on the [website](#).
- Identification of hazardous chemicals or materials used on-the-job as well as instructions for safe use and emergency actions to take in the event of exposure. This is required only for those employees whose work exposes them to chemical hazards.

## Job Hazard Analysis

A Job Hazard Analysis (JHA) is an essential part of the safety orientation. It is a method for identifying and evaluating hazards associated with a job task. It can prevent work-related death, injury or illness by eliminating or controlling for job related hazards. Supervisors and employees jointly develop the JHA because employees are familiar with the potential hazards of the jobs they do and will provide valuable input concerning measures used to control or eliminate hazards. This process will be documented on the [JHA form](#).

JHA Process



## Supplemental Accident Prevention Programs

A Job Hazard Analysis (JHA) may identify the need for a supplemental accident prevention program. These programs address workplace hazards in a more comprehensive manner than a JHA and are a regulatory requirement beyond the APP when necessary for employee safety. Examples of supplemental accident prevention programs can be found on L&I's [website](#).

## Reporting Accidents and Injuries

When an employee, student or visitor suffers an accident on campus or during any college-sanctioned activity, the [Accidental Injury or Occupational Illness Report](#) must be completed and submitted within 24 hours. Security should be notified of any emergencies related to an accident on campus.

Employees involved in a motor vehicle accident while driving on college business must complete an SF137 form as well. That form can be found on the Department of Enterprise Services [website](#).

Completing the required forms:

- provides us an opportunity to identify the root cause of accidents occurring on campus and helps to prevent similar occurrences in the future,
- is a regulatory requirement of us as an employer,
- may help establish an injury/accident as work-related and provides details relevant to an employee claim through the Department of labor and industries, and
- provides additional information relevant to a related tort claim.

Anyone who has experienced or witnessed a near miss or believes a hazard exists is encouraged to contact the Executive Director of Operations or the appropriate All Hazard Representative.

## Emergency Plans

We provide a number of resources that are intended to give students and employees the ability to handle emergencies that occur on our campuses. Our goal is to help individuals make the best decision to protect themselves. The college [website](#) contains resources specific to evacuation, acts of violence, bomb threats, environmental safety, fire, earthquakes and medical emergencies. Additionally, there are emergency exits and gathering areas for our campus buildings, information regarding inclement weather, directions for subscribing to our emergency notification system (CPTCWarn), and more.

## Personal Protective Equipment (PPE)

Some employee work tasks require the use of personal protective equipment (PPE) to prevent injury. Employees will be instructed by supervisors in the care and use of this equipment. The type of PPE worn by an employee will be identified through a Job Hazard Analysis (JHA).

## All Hazard Committee (Safety Committee)

The intent of a safety committee, or at CPTC the All Hazard Committee, is to be a forum for employees to bring management attention to occupational health and safety concerns. The committee may also provide recommendations. Composed of appointed and volunteer members, the team is comprised of classified staff, administration, faculty and students. The committee meets on the fourth Tuesday of each month.

The committee:

- reviews safety and health reports to help correct safety hazards,
- evaluates accidents that occur between meetings to determine if the cause or the unsafe situation was identified and corrected,
- documents group attendance and prepares minutes of the subjects discussed,
- reviews prevention programs and recommends improvement if necessary.