



SAFETY MANUAL

HAZARDOUS MATERIALS PROCEDURES

SAFETY FORMS & INFORMATION

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NOTICE TO ALL FACULTY, STAFF AND ADMINISTRATORS

TO: Skagit Valley College Faculty, Staff and Administrators

FROM: Skagit Valley College District Safety Committee

The Skagit Valley College Safety Manual includes:

1. Safety Manual
2. Hazardous Materials Procedures
3. Safety Report Forms (Appendix A)

You may direct any questions or concerns about the document to the Office of the Vice President of Administrative Services or the District Safety Committee.

In addition to this document, you can obtain the updated **Flip Guide to Emergencies** (which is a brief guide to keep handy by your phone). Contact Human Resources, the Office of the Vice President of Administrative Services or the District Safety Committee.

NOTICE TO ALL FACULTY, STAFF AND ADMINISTRATORS:

[WAC 296-800-11035 Management's Responsibility](#) and [WAC 296-800-12005](#) (New) **Employee's Responsibility** both require review and familiarization of this document. The Safety Self-Inspection Form, located in the forms section, can be used to make sure safety information is reviewed. These forms should stay in the division/department supervisor's office.

Skagit Valley College

SAFETY AND HEALTH POLICY

Skagit Valley Community College believes in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The prevention of occupational injuries and illnesses is of such consequence to this belief, that it will be given a top priority at all times. This Safety and Health Policy establishes and emphasizes the integration of safety and health measures into each job task so that safety, health, and job performance become inseparable. This will be accomplished through the cooperative efforts of managers, supervisors, and employees.

Safety orientation for new and transferred employees, timely and appropriate training, a management/employee District Safety Committee, an active self-inspection program, prior mechanical guards, and personal protective equipment will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel, and subsequently, the college.

L&I (296)

Chapter [296-800 WAC](#) Safety & Health Core Rules

The web link below is for the Washington Administrative Code (WAC). For Labor & Industries information see [WAC 296](#).

<http://apps.leg.wa.gov/wac/>

RESPONSIBILITY OF MANAGEMENT

Employer responsibilities: Safe workplace – Summary [WAC 296-800-110](#)

1. Provide a workplace free from recognized hazards. [WAC 296-800-11005](#)
2. Provide and use means to make your workplace safe. [WAC 296-800-11010](#)
3. Prohibit employees from entering, or being in, any workplace that is not safe. [WAC 296-800-11015](#)
4. Construct your workplace so it is safe. [WAC 296-800-11020](#)
5. Prohibit alcohol and narcotics from your workplace. [WAC 296-800-11025](#)
6. Prohibit employees from using tools and equipment that are not safe. [WAC 296-800-11030](#)
7. Establish, supervise, and enforce rules that lead to a safe and healthy work environment that are effective in practice. [WAC 296-800-11035](#)
8. Control chemical agents. [WAC 296-800-11040](#)
9. Protect employees from biological agents. [WAC 296-800-11045](#)

Safety Standards

1. Establish and supervise:
 - a) A safe work environment.
 - b) An accident prevention program in keeping with [WAC 296-800-14005](#).
 - c) A training program to improve employee skills and competency in work safety, which shall include on-the-job training.
2. Investigate all serious accidents and document the findings.
3. Report all accidents/injuries (see *SVC Accident/Injury or Incident Report Form* in Appendix A).
4. Provide for first aid training and certification. ([WAC 296-800-150](#))
5. The employer shall furnish employees a place of employment free from recognized hazards that might cause serious injury or death. ([WAC 296-800-11005](#))
6. The employer shall furnish safety devices, and adopt and use safety practices, which are reasonably necessary to protect the life and safety of employees.
7. The employer shall not knowingly require work to be done neither in unsafe areas nor under unsafe conditions.
8. Neither the employer nor the employee shall interfere with use of any method or process adopted for the protection of employees.
9. The employer shall not fail or neglect to do everything reasonably necessary to protect the life and safety of employees.
10. No intoxicating beverages and/or narcotics (drugs) are permitted or used on or around the worksite. This rule does not apply to persons taking prescription drugs/narcotics as directed by a physician unless its use shall endanger the employee or others.

Safety Orientation

1. **PURPOSE:** A safety orientation of new employees, rehires, part-time employees and those transferred from another department within the college will begin within 10 working days of the first day of employment on the new job. This program will provide an introduction to safety policies, procedures, rules and will include a tour of the facilities to acquaint the employee with the entire operation.
2. **PROCEDURE:** The immediate supervisor of the employee will thoroughly instruct him/her in job safety requirements.

Education and Training

1. **PURPOSE:** Ongoing safety education programs will be provided for all employees in an effort to increase awareness of accident cause factors, to demonstrate management's concern for the

individual worker and to promote acceptance of safety rules by presenting accident prevention as a positive, desirable and integral part of all activities.

2. **TYPES OF TRAINING:** Specific training will be provided by individual departments for certain jobs and kinds of equipment. First aid training and certification will be available to all employees on campus in order to assure all employees and students can be afforded quick and effective first aid in the event an injury occurs on the job.

Self-Inspection

Purpose: Accident prevention activities need to be reinforced in a systematic way by minimizing physical hazards within the workplace. The College believes that the best way to eliminate exposure to these hazards is through a plan of self-inspection.

Procedure: The following guidelines will be followed:

1. The appropriate supervisor will periodically conduct a self-inspection of their respective work areas to determine what hazardous conditions and/or practices exist. Members of the District Safety Committee may assist, as needed. An inspection checklist should be utilized. Other sources which can be consulted or utilized in conducting inspections include:
 - a. General safety standards
 - b. Employee suggestions
 - c. Previous accident experience of the College
2. Findings of the self-inspection will be reviewed and discussed at the next scheduled District Safety Committee meeting. Unresolved problems resulting from this inspection will be forwarded through the District Safety Committee organization process
3. Follow-up committee recommendations may be accomplished by one of the following options:
 - a. Carry out the recommendations
 - b. Explain why no action can be taken
 - c. Propose an alternative

EMPLOYEE RESPONSIBILITIES

Industrial Injury Policy (Contact SVC Human Resources for more information)

It is the intention of SVC to fully comply with the industrial insurance laws/policies (in accordance with [WAC 296-800](#)), which helps injured employees maintain economic and job security. Benefits including medical expenses and loss time compensation, if appropriate, will be awarded to employees who have suffered an industrial related illness or injury.

Employees of Skagit Valley College are responsible to know and follow [WAC 296-800-12005](#).

WAC 296-800-12005 Employee's Responsibility

- Study and follow all safe practices that apply to their work.
- Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses.
- Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.
- Take care of all personal protective equipment (PPE) properly.
- Not wear torn or loose clothing while working around machinery.
- Report promptly to their supervisor every work place injury or occupational illness.
- Not remove, displace, damage, or destroy or carry off any safeguard, notice, or warning provided to make the workplace safe.
- Not interfere with use of any safeguard by anyone in the workplace.
- Not interfere with the use of any work practice designed to protect them from injuries.
- Do everything reasonably necessary to protect the life and safety of employees.

Employees are required to report all injuries that occur on the job using a SVC Accident/Injury or Incident Report Form and to report the injury to their supervisor and Human Resources.

All injuries that occur on the job and require the employee to have medical care will complete the appropriate Labor and Industries Claim form at the time they receive medical treatment (i.e. medical provider or hospital). The medical provider will complete and forward the information as required by the Department of Labor and Industries.

DISTRICT SAFETY COMMITTEE

Charge

The District Safety Committee will create and maintain a safe and healthy workplace for all employees and students and in accordance [WAC 296-800-130](#).

Membership

The District Safety Committee shall be composed of thirteen members including three administrators, three faculty, three classified staff, three exempt professionals, and one student. Replacements will be appointed prior to the next scheduled safety meeting for members who are unable to complete their term.

Employee representatives will serve a term of one year beginning Fall Quarter of each year. Employee representatives may serve multiple terms, at the pleasure of the representative unit or group. Employer selected members will serve at the pleasure of the President.

Each bargaining unit will select committee membership from their respective bargaining unit. Employee groups not represented by a bargaining unit will conduct elections to determine representation.

1. Employer representatives will be appointed by the President.
2. Faculty representatives will be selected by SVCFT.
3. Exempt Professional Staff representatives will be elected by the Exempt Professional Staff.
4. Classified staff representatives will be selected by WPEA.
5. Student representatives will be elected by the ASSVC.

Names of employee representatives elected/selected for committee membership will be transmitted to the President, who will acknowledge them with an official letter of appointment, which will include the date of the first organizational meeting of each year.

Scope of Activities

1. Review accident reports to determine means to avoid further accidents.
2. Accept and evaluate employee suggestions.
3. Review and recommend safety improvements.
4. Monitor effectiveness of the safety program.
5. Promote and publicize safety.

EMERGENCY PHONE NUMBERS

If you determine an emergency is of extreme circumstances (such as heart attack/stroke, unconsciousness, seizure, extreme bleeding, pedestrian hit-and-run, etc.) immediately **call 911** and then call Campus Security. Many employees have First Aid certification or more; they may render first aid to the best of their abilities and within the scope of their training until advanced medical personnel arrive on the scene, or until the victim's condition improves to where they can safely seek treatment from their medical provider. Campus Security Services should always be informed in these cases, and reports filed documenting the incident and care rendered.

City & County Emergency Phone Number Listings

Fire Department/Police Department/Sheriff's Office	911
Ambulance Service	911
Mount Vernon Police	(360) 336-6271
Oak Harbor Police Department	(360) 279-4600
Langley Police Department	(360) 221-4433
San Juan County Sheriff's Office	(360) 378-4357
Washington State Poison Control Center	(800) 222-1222

College Emergency Numbers

Mount Vernon Campus Security Services	(360) 416-7777
Whidbey Island Campus Security Services	(360) 770-5393
Whidbey Island Campus Administration	(360) 679-5333/5331
San Juan Center Administration	(360) 378-3265
South Whidbey Center Administration	(360) 679-5304
Marine Technology Center	(360) 766-6282
Northwest Career and Technical Academy	(360) 848-0706
SVC Human Resources Department	(360) 416-7679
SVC Vice President of Administrative Services (SVC Risk Manager)	(360) 416-7719

College Closure Due to Inclement Weather

While college closure due to inclement weather is rare, faculty, staff and students should review SVC's closure procedures: http://www.skaqit.edu/images/Emergency_InfoSources.pdf

DO YOU HAVE A PLAN?

In the event of a health and/or safety incident that could possibly occur in your office area or classroom: Would you know what to do? Where and how to access a phone? What college and local emergency numbers to call? Who your Building Captain is? Who your Division Supervisor is? Below is a pop quiz with all the answers!

1. Have you reviewed the SVC Safety Manual and the SVC All Hazards Emergency Response Plan?
 - The Safety Manual is available on the SVC website:
 - Campus Safety: (http://www.skagit.edu/news3.asp_Q_pagenumber_E_1630)
 - District Safety Committee: (<https://portal.skagit.edu/C6/Safety%20Committee/default.aspx>)
 - The SVC All Hazard Emergency Response Plan can be obtained by contacting Human Resources or at: (http://www.skagit.edu/news3.asp_Q_pagenumber_E_2205)
 - Bloodborne Pathogens Exposure Control Plan (http://www.skagit.edu/files.asp_Q_pagenumber_E_3306)
 - Pandemic Flu Response Plan (http://www.skagit.edu/news.asp_Q_pagenumber_E_2205)
2. Do you have the Flip Guide to Emergencies for your campus/center near your phone and also visibly posted on your classroom or office bulletin boards for others to see and use?
 - This guide lists all emergency phone numbers and provides helpful information on what to do in various emergencies.
3. Have you signed up for SVC's Emergency Alerts?
 - Employees can sign up at: (<https://secure.skagit.edu/emplogintb.asp?func=empemercont>)
 - Students sign up at: (<https://secure.skagit.edu/logintb.asp?func=emercont>)
4. Do you know the locations where you can access a phone quickly?
 - Ask your division dean and/or department head what phones are accessible during the day and evening.
5. If you carry a cell phone, do you have the SVC Security cell phone number?

Mount Vernon Campus Security Services	(360) 416-7777
Whidbey Island Campus Security Services	(360) 770-5393
or	
Administration	(360)679-5333/5331
6. If you don't have immediate access to an office phone and you don't carry a cell phone, what would you do in an emergency?
 - You could direct a student in your classroom to use their cell phone to call the emergency numbers listed on the Flip Guide to Emergencies you have posted nearby, or ask if you could use their cell phone.
 - You could ask a student to go to the nearest classroom and obtain help from another instructor.
 - You could use the emergency phones available in most buildings on campus.
7. Do you know where all the building emergency exits are?
 - Most buildings have maps posted in hallways near exits. If your building does not, contact Facilities and Operations at (360)416-7695.
8. Do you know where building fire extinguishers and first aid kits are located?

- Ask your division dean for a safety orientation using the Safety Self-inspection Form located in the SVC Safety Manual.
 - These can also be found on the evacuation maps posted in all classrooms/buildings.
9. Do You Have A Plan? Please be prepared. Knowing what to do can make all the difference in an emergency situation.

BLOODBORNE PATHOGEN PRECAUTIONS

The purpose of this section is to educate and inform staff and students at SVC of the precautions that should be taken when confronted with situations involving blood and other body fluids. Employees in their workplaces, and students in their learning environments, are required to comply with the Bloodborne Pathogens Exposure Control Plan or the supplemental specific protocols found in their Department-specific plans for exposure control. Examples of some specific departments at Skagit Valley College include Nursing, Medical Assisting, Biology, Chemistry, the Fitness Center, FIRE, Criminal Justice/Academies, Maintenance/Custodial, ECEAP and Skagit/Islands Head Start. The exception to this requirement is in dealing with an unexpected medical emergency where the use of protective equipment is not possible due to the equipment not being available, or where the use of the equipment would create a greater hazard to the victim's personal safety. In such an exception, "Good Samaritan" good-faith first aid activities are exempted from the Bloodborne Pathogens (BBP) regulations.

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and other body fluids, and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus, (HBV) and human immunodeficiency virus, (HIV).

Employees who have occupational exposure to blood or other potentially infectious material must follow the procedures and work practices in the **Skagit Valley College Bloodborne Pathogens Exposure Control Plan** which is available on the SVC website: http://www.skagit.edu/news3.asp_Q_pagenumber_E_2205. All SVC employees are encouraged to review this document. Questions can be directed to the Office of the Vice President of Administrative Services and/or the Human Resources Office.

Also, following this Bloodborne Pathogen information section is additional information regarding Methicillin-Resistant Staphylococcus Aureas ("MRSA") skin infections.

Work Practices

All employees and students should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices.

Anyone responding to help another person with a first aid situation that involves the presence of blood or body fluids shall, as a minimum, put on disposable latex/vinyl gloves and be careful not to allow contact with any other part of the body or clothing.

Universal Precautions

1. Assume that all blood and other biological agents are infectious materials.
2. Avoid direct skin contact with body fluids whenever possible. Use latex gloves provided in first aid kits and in job classifications where Personal Protective Equipment is provided.
3. Practice good personal hygiene by thoroughly washing your hands at regular intervals or as needed (e.g., before eating, after use of a rest room, etc.), throughout the day. **Hand washing is most important in preventing the spread of disease.** This requires the use of soap with vigorous scrubbing for 5 seconds followed by rinsing under a stream of water for another 5 seconds.
4. Wear disposable latex/vinyl gloves when touching the blood or body fluids of another individual or a contaminated surface (e.g. treating nose bleeds, bleeding abrasions, etc). Wear gloves when disinfecting contaminated items. Wash all skin surfaces that become contaminated and wash hands immediately after removal of gloves.
5. Wear masks and protective eyewear or face shields during procedures likely to produce blood or body fluids.

6. During the administration of first aid, use a barrier between yourself and the victim's blood or other body fluids (e.g., gloves; several layers of dressings). When performing CPR, place a barrier between own mouth and that of the victim (e.g., one-way valve resuscitation devices, face shield). Do not handle sharp items with the hands. Any contaminated sharp items must be handled in a way to prevent punctures or cuts.
7. Unprotected employees with open wounds, weeping sores/cuts, or chaffed skin are to wear gloves when in contact with contaminated sources and when preparing or serving food. Contaminated gloves and clothing should be removed as soon as possible. They are to be placed in an impervious plastic bag as near as possible to the incident to control the spread of contamination.
8. Practice good housekeeping and waste disposal practices – follow cleaning/decontamination procedures or call the Maintenance Department for assistance with clean-up of body fluids such as vomit, blood, feces or urine. Place the contaminated materials in impervious containers and label. Contact the Maintenance Department for disposal requirements.
9. **IF AN EXPOSURE INCIDENT OCCURS (direct contact with blood/body fluids):**
 - ❖ Cleanse skin with soap and running water. **Eyes:** Flush eyes for 15 minutes; **Mouth:** Rinse thoroughly; **Nose:** Blow nose; wipe inside of nostrils.
 - ❖ Report the exposure immediately to your supervisor. Contact Campus Security Services. Document the exposure on the *Accident/Injury or Incident Report Form* and the Bloodborne Pathogen Exposure Incident Report form. Route the copies as indicated on the forms. (All reporting forms are available in the SVC Bloodborne Pathogen Exposure Control Plan (<http://www.skagit.edu/news3.asp> Q pagenumber E 2205).

Exception to the Rule for Universal Precautions: *In an unexpected medical emergency where the use of protective equipment is not possible due to the equipment not being available or where the use of the equipment would create a greater hazard to the victim's personal safety.*

Methicillin-Resistant Staphylococcus Aureas (MRSA)

As indicated through national, state and local news reports, there is an emerging problem with Methicillin-Resistant Staphylococcus Aureas ("MRSA") skin infections in athletes and the community at large. This hard-to-treat "staph" infection, once common to hospitals and prisons, is now seen in a variety of athletic and community settings throughout the country. Vigilance by SVC athletes, employees, coaches, and athletic trainers in prevention and early treatment is crucial to the health and well-being of our student athletes and those who utilize the SVC Fitness Center.

MRSA infections are usually manifested as skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage. More serious infections may cause pneumonia, bloodstream infections, or surgical wound infections. These infections are often misdiagnosed as spider bites.

MRSA infections are treatable with antibiotics. Anyone with suspected bacterial skin infections should be immediately evaluated by a health care professional. To learn more about MRSA skin infections, please visit the Centers for Disease Control and Prevention ("CDC") website at <http://www.cdc.gov/mrsa/index.html>

The CDC offers the following suggestions for preventing the spread of MRSA:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer;
- Dry hands with disposable paper towels or air blowers (e.g., avoid sharing towels);
- Limit sharing of personal items (e.g., towels, clothing, razors, deodorants, lotions, soap, etc.);
- Keep cuts and scrapes clean and covered with a bandage until healed;
- Avoid contact with other people's wounds or bandages; and

- Use a barrier (e.g., a towel or a layer of clothing) between the skin and shared equipment.

SVC is taking steps to help prevent and control the spread of MRSA in the Fitness Center and its athletic programs. In adherence with the direction provided by the CDC, the College is providing written information to staff and students and using guidelines suggested by the CDC to reduce the risk of staphylococcus and MRSA transmission. Posters regarding MRSA have been put up in the Fitness Center, locker rooms and in areas where athletes participate in sports activities. Good hygiene is being strongly encouraged, including showering and washing with antibacterial soap after all practices and competitions. Additionally, all athletes and Fitness Center users are required to comply with routine, frequent cleaning and disinfection procedures for all shared equipment.

As many SVC employees utilize these facilities, the college is asking that employees help serve as role models for other users by following the directions provided by the staff in these facilities. The college is confident that it can do its part to control this infection within the community.

Feel free to contact Facilities and Operations at (360)416-7695 with any concerns or questions.

Pandemic Influenza Information

There continues to be a lot of media attention to potential Pandemic Influenza concerns. The SVC District Safety Committee would like to encourage college employees to visit the Skagit or Island County Health District website to stay informed with accurate and updated information (<http://www.islandcountycfhs.org/Page/1> or <http://www.skagitcounty.net/Common/Asp/Default.asp?d=HealthDiseases&c=General&p=main.htm>). These websites provide additional resource links explaining concerns; what local, state and federal agencies are doing; and what citizens can do to protect themselves. The Washington State Department of Health website also has good information (<http://www.doh.wa.gov/panflu/>).

College Response: If a pandemic situation hits our state or the Pacific Northwest, the college action response would be directed by the state and district health departments, emergency management agencies, and SVC All Hazard Emergency Plan procedures. Certain areas on our campuses may be designated as one of several potential vaccination clinic sites in the areas served. The college would maintain consistent communications with the campus community and the local community at large regarding SVC operations.

What can you do?

- Be aware, stay informed.
- Develop an emergency preparedness kit for yourself and your family. Make sure it includes supplies for at least 3 to 5 days. You may be asked to take "snow days", staying home as much as possible, should a pandemic influenza strike in our area. Have a plan for your family.
- Have a plan for your business; a lot of people could be out ill.
- Practice good cough etiquette: Cover your cough and sneeze in the crook of your elbow.
- Wash your hands frequently.
- Stay home when you are sick and avoid people who are ill.
- Get your influenza shot. While it won't prevent an illness resulting from all Pandemic Influenza viruses, it may keep you from getting the seasonal influenza and running your body down.
- Have a plan in place for carrying out your class so that continuity will be maintained.

FIRST AID KITS

Inside each classroom and in building hallways, a map of that building can be found. Along with information regarding evacuation routes, etc., you will find designations for the location of First Aid kits.

The College's first aid kits are meant to provide immediate, basic care to the sick and injured. Each kit contains a complement of band aids, bandages and gauze pads of various sizes, tape, gloves, etc. In some areas such as labs, shops or garages, the first aid kit components may be expanded to include items appropriate to that setting.

If you need access to a first aid kit, don't hesitate to ask for it. If you use components from it, please identify what those items used are and report it to Facilities and Operations at (360)416-7695 so that the first aid kits can be restocked.

Additionally, Automatic Electronic Defibrillators (AED's) are located at Security Services (Walter Roberts Hall), the Pavilion (Gymnasium) and McIntyre Hall on the Mount Vernon Campus and in Old Main on the Whidbey Island Campus. Various staff are trained and certified in their operation (i.e. security staff and professional technical faculty)..

ACCIDENT REPORTING PROCEDURES

It is important all SVC faculty and staff observe safety rules and practice accident prevention in their classrooms, shops, labs and work areas. It would be advisable to ask students if there may be any reason they may need additional and or special assistance in the event of injury (see Appendix B).

It is difficult to define procedures for every emergency. The following is a guideline for actions concerning an incident involving personal injury. **It is important to remember that an individual administering first aid should act within the scope of their qualifications and training.**

IF AN ACCIDENT OCCURS

1. The faculty or staff member present should assess the seriousness of the injury.
2. The injury is considered serious if the injury is life threatening, has the potential of being life threatening, or requires emergency hospital treatment.
3. If the injury is considered serious, emergency medical assistance should be summoned immediately (campus telephones call 911).
4. Always call 911 if a person loses consciousness or has a seizure.
5. If the injury is considered serious, appropriate first aid treatment should be administered to reduce the threat to the life of the individual, or to insure that a person's condition does not deteriorate until professional medical assistance is available. **Administer first aid with regard to occupational exposure to bloodborne pathogens.** The SVC Bloodborne Pathogens Exposure Control Plan can be found at the following website: http://www.skagit.edu/news3.asp_Q_pagenumber_E_2205. After steps 1-4 have been completed, SVC Security Services should be notified for investigation of the accident/injury.
6. If the injury is not considered serious, but may require emergency room treatment, the injured may request one of the following:
 - An ambulance be summoned for transport (at injured person's expense).
 - A family member be called for transport.
 - An alternative means of transport will be found by the injured person. If the injured party chooses an alternative means of transportation, the faculty or staff member should instruct the injured party not to operate a motor vehicle until after they have been examined by a doctor.
 - Reject emergency treatment as long as of sound mind.
7. At no time, should students or staff be solicited or directed to transport an injured person. Regardless if the injury is serious or not.
8. Secure the names and addresses of any witnesses. An *Accident/Injury or Incident Report Form* will be completed any time a personal injury/accident occurs, even if the injury is considered minor. Accident Report Forms are available online, through Security Services or in division/department offices (see Appendix A). The appropriate portion of the Accident Report Form is to be completed by the injured party and faculty or staff member within 24 hours of the accident. The original will be submitted to Security Services. Copies will be submitted to Human Resources and Administrative Services.

Accident Investigation

ACCIDENT REPORTING PROCEDURE

Definition and Purpose: All accidents, no matter how minor or incidents reported to emergency services (911 calls) shall be reported PROMPTLY to the immediate supervisor or instructor. An *Accident/Injury or Incident Report Form* must be completed and submitted to Security Services.

1. Accidents/incidents (including seizures, fainting, severe illness, etc.) involving students, employees, or non-students should be reported to Security Services. Complete an *Accident/Injury or Incident Report Form* (see Appendix A) and route through your supervisor to Security Services.
2. Accidents involving travel/vehicles should be reported to the proper law enforcement agency and the standard Washington Motor Vehicle Collision Report filed with the appropriate agencies. A State of Washington Vehicle Accident Report must be filed in the Facilities and Operations office within two working days of the accident.
3. **Major Injuries – Fatality or Multiple Hospitalizations:** The Director of Security Services, District Safety Committee Chairperson, SVC President and Vice President of Administrative Services are to be notified immediately of a major accident event. An investigation will be conducted. The inspection party will include the Director of Security Services, Supervisor of the injured person(s), and a representative from the District Safety Committee.
4. **Fatality:** In the case of a fatality, or if two or more employees are hospitalized Human Resources shall report the accident to the nearest office of the Department of Labor and Industries within 24 hours. The report shall relate the circumstances, the number of fatalities, and the extent of any injuries. NOTE: Any equipment involved in an accident resulting in an immediate death or accident is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal. If, however, it is necessary to move the equipment to prevent further accidents or to remove the victim, the equipment may be moved as required.
5. **Near Misses** (likelihood of personal injury or property damage): To the greatest extent possible, all “near-miss” accidents shall be investigated by Security Services.

Communication to Media

Statements released to media and outside agencies shall be through the Public Information Office, the President or his designated college spokesperson. Any unauthorized statements could result in a liability claim.

Claim and Loss Reporting

1. Losses or claims involving college property, or injury to members of the college campus or their property should be reported immediately to Security Services.
2. For on-the-job injuries, an injured employee seeking medical attention at a hospital or doctor’s office should state that it is an on-the-job injury. The hospital or doctor’s office will have the injured employee complete the necessary forms for the Department of Labor and Industries when receiving medical attention. That information is then sent to the college. A copy of the injured employee’s *Accident/Injury or Incident Report Form* should also be sent to Human Resources.

HAZARDOUS MATERIALS PROCEDURES

HAZARD COMMUNICATION PROGRAM

(Safety Officer – Jim Beattie Ext. 7979)

In order to comply with WISHA [WAC 296-800-17005](#), Hazard Communication, this written Hazard Communication Program has been established for SVC. All departments of the college are included in the program.

The written program requires that all departments:

- List all hazardous chemicals in their work area or facility.
- Keep Material Safety Data Sheets on file for all hazardous chemicals in that work area or facility (see below).
- Train employees to make them aware of chemical hazards, of the safe use of hazardous chemicals and of protective, emergency and first aid procedures to take in order to lessen or prevent exposure.

Material Safety Data Sheet (MSDS)

An MSDS on a hazardous chemical provides a detailed description of the product, its trade name, manufacturer, the hazardous ingredient(s), the types of hazards that may be present upon overexposure, and preventive, emergency and first aid procedures to prevent, lessen or treat exposure.

Chemicals in the Workplace

(WORKER RIGHT-TO-KNOW LAW)

SUMMARY: This section contains a description of Washington State's "Hazard Communication" standard, its requirements and the responsibilities for ensuring compliance with the law.

DESCRIPTION OF THE LAW

PURPOSE:

The "Hazard Communication" standard, adopted by Washington State, is also known as the Worker Right-To-Know Law. This law is intended to reduce the incidence of occupational illnesses and injuries due to exposure to hazardous chemicals in the workplace (i.e. on campuses, within work areas, and in its facilities). The law requires all employers to institute a program to protect their employees from potential chemical hazards, by providing information and training on hazardous chemicals.

REQUIREMENTS:

The law states that employees have a right to know what kinds of hazardous substances they will be exposed to in their work area or facility. Employers are required to:

- List all hazardous chemicals in each work area or facility.
- Keep MSDS's on file in each work area or facility for all hazardous chemicals. An MSDS is a document completed by the manufacturer of a chemical substance, which provides information on a hazardous chemical, the physical and chemical characteristics, health effects, exposure limits, precautionary measures and emergency and first aid procedures on exposure.
- Train employees to make them aware of hazardous substances on campuses, within work areas, and in its facilities, of the safe use of products deemed potentially hazardous, and of protective measures to take to reduce or eliminate exposure.

ADMINISTRATION OF STANDARD:

The Hazard Communication standard is administered by Washington State's Department of Labor and Industries.

Definitions of Hazardous Chemical

HAZARDOUS CHEMICAL: In OSHA regulations, a “hazardous chemical” means any chemical which is a physical or a health hazard. The terms “physical hazard” and “health hazard” have very specific meanings. The products or chemicals are subject to tests by the manufacturer to determine whether they are considered hazardous.

PHYSICAL HAZARD: “Physical hazard” means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, and/or unstable (reactive or water-reactive).

HEALTH HAZARD: “Health hazard” means, according to state and federal regulations, a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins (produce liver damage), nephrotoxins (produce kidney damage), neurotoxins (toxic effects on the nervous system), agents which act on the hematopoietic system (deprive body tissue of oxygen), and agents which damage the lungs, skin, eyes, or mucous membranes. Certain specific criteria are used by the manufacturer to determine whether or not a chemical is considered hazardous for the purpose of the law.

WARNING LABELS

RESPONSIBILITY OF MANUFACTURER:

If the manufacturer determines, through the required testing of their product, that the chemical(s) in a product is to be considered hazardous, the manufacturer is required to place a warning label which:

- Identifies the hazardous chemical.
- Contains the appropriate hazardous warning.
- Contains the name and address of the manufacturer.
- Conveys the hazards of the chemical(s) in the container.

A label that does not contain the above information should not be recognized as hazardous.

Responsibilities for Compliance

FACILITIES AND OPERATIONS DEPARTMENT:

The Director of the Facilities and Operations Department will be responsible for compliance with the requirement for a written, comprehensive communication plan through publication of information and procedures.

- Provide information on the law and its requirements.
- Keep the master Chemical List and MSDS's on file.
- Verify that hazardous products or chemicals received by the Facilities and Operations Department contain proper hazard warnings and labels.
- Make available copies of all MSDS sheets for all potentially hazardous chemicals used by the college.
- Provide a written guide for each department to use for training employees in reading and interpreting labels and MSDS's, for informing employees of the chemicals in their work area or facility, and for discussing personal protective measures.
- Will provide support and assistance to supervisors and department chairs, if needed, in conducting training in the individual work areas.

In order to comply with the State of Washington Dangerous Waste Regulations the Facilities and Operations Department coordinates with departments in collecting, packing, labeling, storing and disposing of hazardous/dangerous waste.

SVC DEPARTMENTS: The Facilities and Operations department has master lists of all chemicals in the work place.

All campus departments are responsible for:

- Listing all hazardous chemicals in each work area or facility.
- Identifying and reporting to the Facilities and Operations Department (using the Report of New Hazardous Chemicals form, see Appendix A) all supplies located in each work area or facility with warning labels. This must be done whenever a new chemical hazard is introduced into a work area or facility. The Facilities and Operations Department will then obtain the MSDS from the manufacturer.
- Maintaining an MSDS file for all chemicals used in the work area or facility.
- Providing information and training to new employees.
- Providing information to all employees whenever a new chemical hazard is introduced into the work area or facility.

Employee Training and Information

RESPONSIBILITY: The supervisor or department chair in each department is responsible for the employee training program. He or she will ensure that all elements specified below are carried out. Records of training will be maintained by each department, except in the case of educational departments where unit deans will be responsible for maintaining records of training.

ORIENTATION: New employees will receive information and training in the following:

- An overview of the requirements contained in the Hazard Communication Standard, WISHA [WAC 296-800-17005](#).
- Chemicals present in their work area or facility.
- Location and availability of our written hazard program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control or work practices and personal protective equipment.
- Steps the College has taken to lessen or prevent exposure to these chemicals.
- Emergency procedures to follow if they are exposed to these chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information.
- Location of MSDS file and location of hazardous chemical list.

UPDATED INFORMATION: Before a new chemical hazard is introduced into any work area or facility, each employee of that work area or facility will be given the information on that chemical as outlined above. The Facilities and Operations Department will, after being informed, be responsible for insuring that an MSDS is available on the new chemical.

Hazardous Non-Routine Tasks

INFORMATION AND PROCEDURES

Periodically, employees in certain departments may be required to perform hazardous non-routine tasks. **Before starting work on such projects, each affected employee will be given information**

by their supervisor or department chair about hazardous chemicals which they may be exposed during such activity. This information will include:

1. Specific chemical hazards.
2. Protective/Safety measures the employee should take.
3. Measures the College has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Documentation of Hazardous Chemicals

Summary:

This section outlines the procedures to follow to enable each department to monitor the chemical hazards in its own work area and to ensure compliance with the Worker Right-To-Know Law.

All departments must take the following actions to have the proper documentation in place.

1. Have a copy of SVC Safety Plan, the SVC All Hazard Emergency Response Plan and the Flip Guide to Emergencies accessible to all employees for all work shifts.
2. Make sure that there is a MSDS for each hazardous chemical in your work area or facility and that it is accessible to all employees. Contact the Facilities and Operations Department if there are missing MSDS's.
3. Conduct training for all employees.
4. It is not necessary to list basic office supplies such as white out or stamp pad ink, if used in the normal manner at your desk.

New Information Procedures:

If a new hazardous chemical will be introduced into the work area or facility, follow this procedure:

- Before bringing in the product, check with the Facilities and Operations Department to see whether an MSDS for that item is on file. If not, complete a Report of New Hazardous Chemicals form (see Appendix A) and forward it to the Facilities and Operations Department so that they can obtain an MSDS from the manufacturer. Update your MSDS file.
- Provide information and training to employees, as appropriate.

APPENDIX A

SAFETY REPORT FORMS

- Accident/Injury or Incident Report Form
- Safety Hazard Report
- Report of New Hazardous Chemicals
- Safety Self-Inspection



ACCIDENT/INJURY or INCIDENT REPORT FORM

Return to: Campus Security

Mount Vernon Campus
2405 East College Way
Mount Vernon, WA 98273

Whidbey Island Campus
1900 SE Pioneer Way
Oak Harbor, WA 98277

ACCIDENT INJURY INCIDENT

CAMPUS: MV WI SW SJ Head Start ECEAP
Other please specify _____

All accidents, injuries or incidents that occur on Skagit Valley College property and/or in the scope of duty **must be reported within 24 hours to the Campus Security Office**, (Mount Vernon 360.416.7777 or Whidbey Island 360.770.5393). A death occurring on campus requires immediate notification of Human Resources (360.416.7679).

ANSWER ALL QUESTIONS

TO BE COMPLETED BY THE AFFECTED PARTY

Name: _____
First M.I. Last

Status: Faculty Staff Student Employee Student Visitor Contractor

Unit/Department: _____ Job Title (if applicable): _____

Home/Local Address: _____
Street City State Zip Code

Telephone Number: Home _____ Work/Message _____ Cell _____

Employee/Student ID Number: _____ Date of Birth: _____ Age: _____

DESCRIBE THE ACCIDENT/INCIDENT/INJURY THAT OCCURRED

Completely describe how the accident/injury/incident occurred (BE SPECIFIC – Example: fell down north stairs, Ford Hall).

Date of accident/injury/incident: _____ Time of accident/injury/incident: _____

Brief Description (please provide a detailed description on the attached Supplement Form): _____

Describe Injury (name of body part affected, symptoms, nature/extent of injury, or property damage/loss)

Witness(es) Contact Information (add additional sheets for more than two witnesses, and for witness statements)

- 1. _____
- 2. _____

Medical Attention: Staff first aid Provided by _____ 911 Called
Ambulance Care Only Ambulance Care /Transport Transport by private vehicle Refused Medical Care Refused Transport

Where was the injured party taken (if known)? _____

Who was notified? Campus Security MV Police Dept. MV Fire Dept. Other Agency _____

Were photographs taken? Yes No A Supplemental Narrative Report/Additional Pertinent Information is attached

If this incident involved an apparent hazardous condition, was the condition reported? Yes No To whom? _____
When? _____ Was it corrected? Yes No

Signature of reporting party: _____ Date reported: _____

Security printed name: _____ Security signature: _____ Date: _____



ACCIDENT/INJURY or INCIDENT REPORT FORM

Return to: Campus Security

Mount Vernon Campus
2405 East College Way
Mount Vernon, WA 98273

Whidbey Island Campus
1900 SE Pioneer Way
Oak Harbor, WA 98277

EMPLOYEE ACCIDENT/INJURY INFORMATION

(To be completed only if you are an employee or a volunteer at Skagit Valley College)

Was accident/injury work-related? Yes No Undetermined Is it a REOCCURRENCE? Yes No

Date of occupational disease, injury, or disability _____ Time injury occurred _____ a.m. p.m.

Name of supervisor and unit/dept/ company telephone number _____

Did this accident/injury involve exposure to hazardous chemicals/materials? Yes No If yes, materials involved _____
DOT # _____

Name and address of physician or medical provider: _____

Name and address of treating facility (i.e. emergency room, hospital, clinic): _____

Date of initial treatment: _____

Did you miss work as a result of the accident/injury/incident? Yes No Date returned to work _____

Total Amount of Time Missed: _____ Hours _____ Days

Were restrictions assigned by the treating medical provider making job accommodations necessary? Yes No

Did the employee die as a result of the accident/injury? Yes No If Yes, give date of death _____

If medical treatment is not required at the time of accident/injury/exposure, but is later needed, contact the Director of Human Resources immediately once medical treatment is received.

Will follow-up medical treatment be needed? Yes No Undetermined

SIGNATURE of Reporting Party

Date of Report

PRINTED NAME of Reporting Party

Job Title

TO BE COMPLETED BY SUPERVISOR

Report read and ACCEPTED.

Report read and AMENDED with updated/additional information: _____

Report FORWARDED TO _____ on (Date) _____ for follow-up.

Date Signature and Title of Unit Supervisor/Director

SAFETY HAZARD REPORT

To: Facilities and Operations Office

From: _____

Department: _____ Phone: _____

Subject: REPORT OF SAFETY HAZARD

The following safety hazard was observed and should be corrected:

_____ Concerning Hazardous Materials

_____ Concerning Other Campus Safety Issues

Location: _____
(Specify exact place, i.e., building, room, distance from entrance, etc.)

Description of Hazard: _____

This condition was / was not (circle one) reported to:

(Name of person and department, if reported)

Printed name of person who observed condition: _____

REPORT OF NEW HAZARDOUS CHEMICALS

TO: Facilities and Operations Office

FROM: _____
DIVISION/DEPARTMENT

CONTACT PERSON: _____ Phone # _____

The following product is a chemical hazard (according to guidelines in the *Hazard Communication Program*) that will be introduced into our work area. Please obtain an MSDS for this item.

Brand Name of Item and Type of Product	Name and Address of Manufacturer	Where Obtained (If Known)

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Check-off list is to be completed by Division or Department Supervisor with Employee and kept in Division or Department Office.

X		
	1.	Purpose of Orientation
	2.	Review contents of the Safety Manual: How to obtain document
	3.	Accident Reporting: When and how to report an accident. What form to use (SVC Accident Report Form) Reporting unsafe conditions (Safety Hazard Report Form)
	4.	First Aid: Location of first aid kits Obtaining treatment Location and names of first aid providers, potential hazards on the job and on campus
	5.	What to do in the event of an emergency: SVC All Hazards Emergency Response Plan Exit locations Evacuation routes Use of firefighting equipment (extinguishers, hoses) Specific procedures (medical, chemical, fire, etc) Division Supervisors and Building Captains
	6.	Total Safety Program – District Safety Committee: Function of District Safety Committee Introduce District Safety Committee representative Safety policy/rules and their value. (SVC Safety Manual and Flip Guide to Emergencies)
	7.	Personal Work Habits: Proper lifting techniques Horseplay Good housekeeping Smoking policy Safe work procedures
	8.	Vehicle Safety: SVC parking rules (SVC Catalog)
	9.	Hazardous Materials Section of Safety Manual: Identification and handling of hazardous materials Reporting hazardous materials in the work area Hazardous Waste Collection Request Form Reporting unsafe conditions regarding hazardous materials (Safety Hazard Report Form)
	10.	Signature of Employee: _____ Date: _____ Print Name: _____
	11.	Signature of Supervisor: _____ Date: _____ Print Name: _____