

## **SAFETY AND HEALTH RESPONSIBILITIES**

### **District Responsibilities**

The District should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. The District is responsible for implementing systems and programs that convey the District's safety philosophy to employees. District responsibilities include:

1. Assume responsibility for the Accident Prevention Program (APP) and ensure that this program pertaining to employee safety and health is successful and effective in practice.
2. Report hospitalizations and fatalities within 8 hours to the WA State Department of Labor and Industries. (1.800.423.7233)
3. Make certain that a district-wide Safety Committee is formed and is carrying out its responsibilities as described in this program.
4. Ensure that sufficient employee time, supervisor support, and funds are allocated and utilized for safety equipment and training, so that the safety program can be carried out. Specify an amount for safety in the annual budget with its own cost center. The Safety Committee will make recommendations to management staff on how they would like to have these funds used.
5. Make sure that employee incidents are reviewed, fully investigated as needed, and that corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
6. Ensure that a record of employee injuries and illnesses is maintained and posted as described in the APP.
7. Set a good example by following established safety rules and attending required training.
8. Include safety performance in annual employee performance evaluations. This should include performance appraisal of division directors and superintendents.
9. Make subcontractors aware of the importance of complying with the District's APP.
10. Include the Safety Committee as a sub-component of the Park District's Risk Management Team which addresses District-wide risk.

### **Supervisor Responsibilities**

Supervisors should view the safety of employees they supervise as a primary responsibility. Supervisor responsibilities include:

1. Ensure that each employee you supervise has received an initial orientation of the Accident Prevention Program before beginning work, and has received the training required for the position. (See Exhibit 1 for "New Employee Safety Orientation Checklist"). Per State L&I requirements, training sessions in some areas must be documented with the date this training was provided and the names of those who attended them (see Exhibit 5 for "Employee Safety Training Documentation Form").
2. Make certain that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Make sure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Make sure employees routinely survey working areas for potential hazards prior to beginning work.
5. Promptly correct any unsafe behavior observed. Provide training and take corrective action as necessary. Document safety issues in yearly employee evaluations.
6. Set a good example for employees by following safety rules.
7. Investigate incidents in your area and report your findings to the appropriate division director/superintendent.
8. Provide opportunities for input and interaction from staff that will improve employee safety.
9. Enforce safety guidelines.

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### **Employee Responsibilities**

Employees should treat safety as one of their most important job responsibilities, watching for potential hazards, and thinking about what could go wrong before it goes wrong. Employee's safety responsibilities include:

1. Observe and comply with safety procedures, guidelines, and regulations described in this program.
2. Report on-the-job injuries promptly to supervisors.
3. Report near miss incidents to your supervisor promptly. A "near miss" is defined as an event that could have resulted in injury or illness.
4. Identify, correct, or report potential or unsafe conditions.
5. Incorporate safe practices into all activities.
6. Attend and participate in safety meetings in your own department.
7. Use personal protective equipment (PPE) when it is required and make sure it is in good working condition.
8. Do not remove or defeat any safety device or safeguard provided for employee protection.
9. Operate equipment safely. Do not operate equipment you are not trained for or qualified to operate.
10. Report equipment damage or failure to your supervisor immediately.
11. Communicate with your supervisor or management staff about problems that affect your safety or working conditions.
12. Make suggestions to your supervisor, department manager, safety committee representative, or division director/superintendent about changes you believe will improve employee safety.

Reference: WAC 296-800-110; 296-800-120