

Effective Date:
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North Sound Mental Health Administration
Section 1000 – Administrative: NSMHA Accident Prevention Program

Authorizing Source: WAC 296-800-140

Cancels: Policy #1010 Responding to Emergency and Disaster

See Also:

Responsible Staff: Safety Officer

Approved by: Executive Director
Motion #

Date: 6-14-2005

POLICY #1010.00

SUBJECT: NSMHA ACCIDENT PREVENTION PROGRAM

PURPOSE

To create and maintain an accident prevention program in compliance with state and federal laws.

POLICY

This policy sets forth NSMHA's Accident Prevention Program. The program shall be administered by the NSMHA Safety Committee and shall be maintained in compliance with state and federal laws.

ATTACHMENTS

- 1010.01 – Accident Investigation Report
- 1010.02 – Emergency Numbers
- 1010.03 – Fire Escape Map
- 1010.04 – Notifying NSMHA Staff of an Emergency Situation
- 1010.05 – Bomb Threat Checklist Form

Accident Prevention Program (APP)

North Sound Mental Health Administration

ACCIDENT PREVENTION PROGRAM

North Sound Mental Health Administration

Element 1 - Safety Orientation: Employees will be given a safety orientation by their supervisor when first hired. The orientation will cover the following items:

1. The accident prevention program at NSMHA includes:

- A. The following formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- B. A safety orientation and the ongoing work of the safety committee described in Part 2.
- C. Basic safety rules and NSMHA specific rules that all employees must follow which include:
 - 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.
 - 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.
 - 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 agency facilities.
 - Smoking is only permitted outside the building away from any entry or ventilation intake.
 - 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.

2. How and When to Report Injuries/Location of First Aid Facilities

- A. If you are injured or become ill on the job, report this to NSMHA Safety Officer. If you are injured, you need to fill out an Accident Investigation Report (**Attachment 1010.1**) and return it to the Safety Officer. L & I forms should be obtained from the Human Resources Director.
- B. There is a first aid kit located on the wall between the male and female lavatories in front of the Information System offices.
- C. We encourage but do not require employees to have first-aid/CPR training. Two employees will be designated to receive CPR/first-aid training every year.
- D. We have posted emergency phone numbers (**Attachment 1010.2**) on Safety Bulletin Board and near front-door receptionist desk for quick reference.

3. How to Report Unsafe Conditions and Practices

If you see something that is unsafe or someone working unsafely, immediately report it to the Safety Officer or front desk.

4. What to do in an Emergency and How to Exit the Workplace

EVACUATION

- A. In the event of an emergency requiring evacuation, the following procedure will be followed:
1. Senior Staff announces the evacuation and suggested exit routes.
 2. NSMHA staff will assist other staff and visitors in evacuating the building using the safest and closest exits as determined by Senior Staff member.
 3. Secure doors and turn off electrical equipment if time permits.
 4. Evacuate the agency office. Staff and others should be directed to the parking lot behind the building near the river. Staff should congregate so that all persons can be accounted for.
 5. Give highest priority for evacuation of those requiring assistance in leaving the facility.
 6. Obey all instructions from emergency responders (fire department, police, etc.)
- B. An evacuation map for the building is posted near each exit and is included in this document (**Attachment 1010.3**). It shows locations of exits, fire extinguishers, first aid kits and where and how to assemble or evacuate the area when necessary.
- C. Due to a need for rapid and effective decision-making, the following list of positions (in descending order) will exercise authority for coordinating the NSMHA response:
1. Safety Officer
 2. Executive Director
 3. Deputy Director
 4. Quality Manager
 5. Contract Manager
 6. Information Systems Specialist
- D. Irrespective of this hierarchy, all staff will be expected to take appropriate action in line with this policy, recognizing the principle that the safety of people (staff and others) are to be considered first.
- E. A telephone tree calling system, called the Responsibility Call List has been developed and will be maintained to ensure that all staff is made aware of any situation, which causes the closure of the NSMHA (Attachment 1010.4).
- F. If an employee has disclosed an illness that may adversely affect a reaction to an emergency situation, the senior staff in charge will assign another staff member to assist the distressed employee. That assignment will remain until the emergency situation has subsided and the distressed employee states there is no longer a need for assistance.
- G. An emergency; i.e., fire gas main breakage, etc., could occur without warning. Employees cannot—and should not—await direction from local response agencies if a clear course of

helpful action is apparent. In some situations action may be required immediately to save lives and protect property.

- H. Emergencies and disasters may occur with little or no warning, with mass casualties, destruction of property, and damage to the environment. Local and state government may be overwhelmed by such a disaster, and staff may be on their own for an unknown period. NSMHA staff should do what they can in these situations to protect persons and property in line with guidelines noted in this document.
- I. Staff should not hesitate to call 9-1-1 for police assistance at any time they deem this appears appropriate. As soon as practical, the NSMHA Executive Director or other senior staff from the NSMHA Responsibility Call List should be notified of such a situation.
- J. Every employee has a role in preventing accidents at work. Through awareness, careful actions, and consideration for others, many possible emergencies can be averted. Following are procedures for specific types of emergencies.

FIRE SAFETY

Prevention of Fires

1. Refrain from smoking in NSMHA offices and the building housing the NSMHA.
2. Properly dispose of smoking materials prior to building entry.
3. Use only electrical cords in good condition; do not overload electrical outlets.
4. Turn off electrical equipment when not in use, including coffee pots, hot water pots, lamps and heaters.
5. Avoid bringing hazardous materials into occupied areas.

Response to Fire/Fire Emergency

1. You will be trained on how to use a fire extinguisher as part of this orientation and once a year thereafter. Portable fire extinguishers are visually inspected monthly by a staff support person as part of end of day office closure procedures.
2. **If you discover a fire:** Tell another person immediately, Call or have them call 911 and a supervisor. If the fire poses an immediate danger, leave the building and call 911 from another location.
 - a. 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. Become familiar with the location of the fire extinguishers in the event a fire is small enough to be extinguished by staff.
 - b. If the fire grows or there is thick smoke, do not continue to fight the fire.
 - c. Tell other employees in the area to evacuate. If safety permits, close individual doors when checking rooms and evacuating the building.
 - d. Evacuate the agency office. Go to the designated assembly point outside the building. NSMHA staff and any others involved should be directed to the parking lot behind the building near the river. Make sure that all staff is accounted for.

EXPLOSION

There are no known conditions in the building that are likely to cause an explosion. An emergency plan for explosions has been established, however, in the unlikely event one should occur.

NSMHA Staff

1. Take cover under a desk, table, or some object that will provide some protection from flying glass or debris.
2. Call 911 after the explosion and report conditions.
3. Notify Executive Director or Senior Staff on the Responsibility Call List.
4. Follow the evacuation plan, if evacuation is needed. Staff and others should be directed to the parking lot behind the building near the river. Staff should congregate so that all persons can be accounted for.
5. Await further instructions.

GENERAL POWER OUTAGE AFFECTING LOCAL AREA OR COMMUNITY

Senior Staff

1. Notifies Puget Sound Energy of the outage (1-888-225-5773).
2. Calls Evergreen security to warn them that we may have false alarms when the power returns (1-800-722-6235).
3. Calls Evergreen security to inform them that the power has been restored.

NSMHA Staff

1. Turn off all electrical equipment they are aware of which was on at the time of the power failure.
2. Check electrical equipment when power is restored.

INTERNAL POWER OUTAGE WITHIN BUILDING OR OTHER ELECTRICAL PROBLEMS

Only qualified electricians should attempt any repair of building electrical problems. NSMHA staff or others not qualified as electricians should never attempt electrical repairs or maintenance. In case of in building electrical problems, notify the Executive Director or other executive staff from the agency Responsibility Call List, who will inform building owner and request repair. The building owner will secure electrical system repair.

THREAT OF FLOOD OR SEVERE STORM

The executive director coordinates with staff regarding use of the facility when flood warnings are present, since substantial warning precedes flooding in our area. Imminent threat of flood will warrant office closure. Executive staff will meet emergent needs as possible.

NSMHA Staff

Consult with Executive Director before scheduling others into the facility when a storm warning is present, or if local weather conditions present a danger to travelers. If staff or others are in the NSMHA facility when a storm occurs:

1. Staff should take appropriate precautions to assure safety. No persons should exit the building during severe storm without a plan for safe travel to their destination. When necessary, staff will remain at the office until conditions improve.
2. Remove sensitive equipment, records, or other property prior to the occurrence of a flood. The Executive Director or other staff will make a decision concerning flood evacuation and a plan of action in the Executive Director's absence, using the NSMHA Responsibility Call List.

BOMB THREAT

Anyone receiving a call about a bomb threat should attempt to get the exact location in the building where the bomb has been or is going to be planted. Try to get as much information as possible about the caller, for example, vocal characteristics or accents, gender or group affiliation. Listen for noises in the background or for other clues that may indicate who is calling and from what location.

Threat by Phone

1. NSMHA staff record and report information immediately to law enforcement.
2. Notify Executive Director. If not available, use the NSMHA Responsibility Call List.
3. Complete the Bomb Threat Checklist (**Attachment 1010.5**).

Written Threat

1. Notify law enforcement and the Executive Director immediately. Preserve all evidence.
2. Follow the evacuation plan if a need to evacuate is determined. Wait in the rear parking lot away from the building for further instructions.
3. Obey instructions from law enforcement and other authorities.
4. Check work area before evacuation and report any suspicious packages or objects to the authorities. Do not touch or disturb the package or object. Leave all the doors as they are.

NOTE: Regardless of how a bomb threat is received, staff should discuss the bomb threat with no one except as directed by law enforcement and the Executive Director.

EARTHQUAKE

Various jolts, vibrations and sounds can occur in the building during the normal course of business. They are caused by construction, movement of furniture, mechanical systems, etc. An earthquake will generally cause the building to sway, jolt strongly, or tremble. Information regarding emergency shelter, supplies, road conditions, etc., will be released as quickly as possible over local radio stations via the emergency broadcast system. In the event of an earthquake, NSMHA staff is directed to:

During an earthquake:

If you are inside a building:

1. Drop under a desk or table; cover your head and hold on. Stay away from windows, heavy cabinets, bookcases, or glass dividers. If in the hallway or other area where no cover is

- available, drop to the ground against an inside wall away from windows and cover the head with arms. Make the body as small a target as possible and cover head with arms.
2. Remain in covered place until the shaking stops completely, remembering the likelihood of immediate aftershocks.
 3. 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. NSMHA employees should evacuate the building and congregate at the far northeast corner of the Calico Cupboard parking lot, next to Freeway Drive. This is to accommodate the possible collapse of the smokestack in the Carnation Building parking lot. Wait for further instructions.
 4. Evacuation should proceed as quickly as possible since there may be aftershocks.
 5. Supervisors must account for each employee as quickly as possible since there may be aftershocks.
 6. 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.
 7. If a gas odor is in the building, tell a supervisor or the person identified to turn off gas mains or access to related utilities. If you detect other hazards notify the Safety Officer or your supervisor.
 8. Do not approach or touch downed power lines or objects touched by downed power lines.
 9. Notify Executive Director or designee of any immediate needs. Telephones should be used only for 911 emergencies, emergency medical services and law enforcement.
 10. 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: Drive away from the underpasses/overpasses. Stop in safe area. Stay in your vehicle.

5. Identification of Hazardous Materials and their Potential Release or Spill

IDENTIFICATION AND USE OF POTENTIALLY HAZARDOUS MATERIALS

NSMHA does use some chemicals, solvents, or supplies that may cause potential harm or illness if improperly used or consumed. All such chemicals are included in the MSDS manual, which can be located in a red binder at the front desk reception bookcase. The manual contains critical information and antidote or recommendations for safety and treatment in the occurrence of an adverse reaction to the material. When in doubt call the Poison Control Hotline at 1-800-222-1222, /TDDY. If you work with or come in contact with potentially hazardous materials as part of your job 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.

HAZARDOUS MATERIALS RELEASE OR SPILL

Should NSMHA staff be at the site when the hazardous materials are released proceed as follows:

1. Leave the indoor spill area or move to a location uphill and crosswind of the spill.
2. Refrain from walking into or touching any spilled materials.

3. Avoid inhaling any fumes, vapors, or gases.
4. Avoid approaching any accident victim because of risk of exposure.
5. Call 911 immediately, providing the authorities with name, address, location of patient, and telephone number.
6. Describe the situation, including:
 - Name of substance, if known and any other pertinent information, such as estimate of the amount released, extent of the spill, flammability, and any nearby hazards.
 - How the release occurred; i.e., puncture, fire, spill, etc.
 - Symptoms of affected persons (such as dizziness, convulsions, choking, severe pain, etc.)
 - Immediate conditions (i.e., spill flowing into drains or water, release to air, etc.)
 - Any actions being taken on the scene.
7. Follow instructions received from the 911 operators.
8. Notify the Executive Director or designee.
9. Evacuate the area in accordance with emergency personnel instructions.
10. Refrain from attempting to contain the spill or provide additional assistance except basic first aid unless specifically trained and equipped to do so.

6 & 7 On the Job Training Required to Perform the Job Safely

Before you are assigned job responsibilities your supervisor will show you what to do along with safety instructions and any required Personal Protective Equipment (PPE). Currently there are no positions that require PPE to be worn during routine job functions. Latex gloves and a one-way CPR mask are provided in the first aid supplies in case staff needs to protect themselves in a medical emergency.

Element 2 – Safety Committee

NSMHA has a safety committee composed of two (2) management-selected personnel and a minimum of four (4) employee elected employees. The committee yearly elects a chairperson, which is designated in the committee's minutes. The committee regularly meets the first month of each quarter of the year. This meeting time may be changed at any time by a vote of the committee. A committee member will keep minutes at each scheduled meeting.

Element 3 – Employee Safety Meetings

Employee safety meetings are held at announced time the first month of each quarter, attended by the above-designated members and are open to all employees who wish to attend. The elected chairperson will designate committee member to document attendance and topics discussed.