



Safety & Health Policy and Accident Prevention Program (APP)

Approved by on _____

Commissioner (District 1): _____ Date: _____

Commissioner (District 2): _____ Date: _____

Commissioner (District 3): _____ Date: _____

Safety Message from the Port Commission

The Port is committed to providing a safe workplace and recognizes the importance of management, supervisors, and employees working together to identify and eliminate hazards in our workplace.

No task is so important that an employee must violate a safety rule or put themselves at risk of injury or illness to get it done. Employees are required to comply with Port safety rules and are encouraged to actively participate in identifying ways to make the Port a safer and healthier place to work.

The Executive Director and supervisors will support the implementation of this program by devoting the resources necessary to hold safety meetings, develop procedures for identifying and correcting hazards, and plan for foreseeable emergencies.

Safety is a team effort—let's work together to keep this a safe and healthy workplace.

1. Policy Statement

The Port of Skamania County is committed to providing a safe and healthy workplace for all employees, contractors, tenants (when applicable), and visitors. We will identify workplace hazards, train employees, correct unsafe conditions, and continuously improve our safety performance.

Our Pledge

The Port of Skamania County upholds the highest standards of safety and health in all operations and activities. We recognize that the well-being of our employees, tenants, customers, partners, and community is paramount, and we are dedicated to creating and maintaining a safe, healthy, and supportive environment.

Our Commitments

- Prioritizing safety in every decision to prevent accidents, injuries, and illnesses.
- Promoting physical, mental, and emotional well-being by providing resources and fostering healthy work practices.
- Providing comprehensive training and education so employees can work safely and confidently.
- Continuously improving our safety and health programs through regular risk assessments and feedback.
- Encouraging open communication about safety concerns and responding promptly—without retaliation.
- Complying with applicable safety and health laws and holding ourselves accountable to these requirements.
- Engaging with our community and partners to support a safer, healthier Skamania County.

This Accident Prevention Program (APP) establishes minimum requirements for safe operations and is intended to comply with Washington Industrial Safety and Health Act (WISHA) requirements.

2. Scope

This policy applies to all Port of Skamania County operations and facilities, including administrative offices, marina/harbor and waterfront operations, maintenance and grounds, fleet/vehicles, events, and any Port-directed fieldwork.

This APP applies to all employees and is enforced for contractors and visitors while on Port property or performing Port work.

3. Regulatory Basis

This APP is designed to meet, at minimum, the following Washington requirements (non-exhaustive):

- RCW 49.17.060 – Employer general duty and compliance requirements (WISHA).
- WAC 296-800-140 and 296-800-14005 – Written Accident Prevention Program requirements.
- WAC 296-800-130 – Safety committees or safety meetings.
- WAC 296-800-160 – Personal protective equipment (hazard assessment, selection, training, and maintenance).
- WAC 296-800-320 – Accident investigation requirements.

- WAC 296-62-095 (Outdoor Heat Exposure) – year-round outdoor heat exposure prevention requirements.
- WAC 296-820 (Wildfire Smoke) – protections when PM2.5 meets rule thresholds.
- WAC 296-901 – Hazard Communication (chemical hazard communication program).
- WAC 296-823 – Bloodborne Pathogens (exposure control plan).
- WAC 296-842 – Respirators (when respirators are required; referenced by WAC 296-820 for high PM2.5 levels).
- 29 CFR 1904 – OSHA recordkeeping and reporting requirements (as adopted/recognized by Washington).

4. Safety Responsibilities

4.1 Port Commission / Executive Director

- Provide visible safety leadership and adequate resources to implement this APP.
- Assign a Safety Coordinator (or designee) and ensure supervisors are trained and supported.
- Ensure corrective actions are completed in a timely manner.

4.2 Safety Coordinator (or designee): Annette Sabourin, Office Manager

- Maintain and review this APP at least annually and after any serious incident.
- Coordinate safety training, inspections, and corrective action tracking.
- Coordinate outdoor heat and wildfire smoke program implementation.
- Maintain required records (training, meeting minutes, investigations).

4.3 Supervisors / Leads

- Enforce safe work practices and stop unsafe work immediately.
- Conduct pre-task planning / Job Hazard Analysis (JHA) for higher-risk tasks.
- Ensure required PPE is available, used, and maintained.
- Report and investigate incidents and near-misses promptly.

4.4 Employees

- Follow safe work practices and training requirements.
- Report hazards, near-misses, injuries/illnesses, and heat or smoke symptoms immediately.
- Use provided PPE and participate in required safety meetings/training.

4.5 Contractors

- Comply with Port safety requirements and applicable WISHA standards.
- Coordinate work plans and hazards with the Port's project contact.
- Report incidents occurring on Port property or involving Port operations.

5. Stop-Work Authority and Non-Retaliation

All employees have authority to stop work when they believe conditions present an imminent danger or serious hazard. Supervisors must support stop-work decisions made in good faith.

Employees will not be retaliated against for reporting hazards, injuries, symptoms, or for seeking medical attention.

6. Hazard Reporting and Corrective Action

Report hazards immediately to a supervisor and/or the Safety Coordinator, including unsafe conditions, damaged equipment, spills, near-misses, or symptoms of heat illness or wildfire smoke exposure.

Corrective actions will be assigned, tracked to completion, and verified for effectiveness.

7. Safety Communication

The Port will establish and maintain a method to communicate and evaluate safety and health issues (safety committee and/or safety meetings) in accordance with WAC 296-800-130.

Safety meeting/committee documentation will be retained and made available as required.

7.1 Safety Bulletin Board and Required Postings

The Port will maintain a safety bulletin board (or designated posting location) accessible to employees. At minimum, required postings may include: workplace safety and health notices, emergency contact information, workers' compensation information, the OSHA 300A annual summary (when applicable), safety meeting minutes, and other postings required by L&I/OSHA or by Port policy.

8. Training and Orientation

8.1 New Employee Orientation (before work begins)

- Description of the Port's safety and health program and key contacts.
- How and when to report on-the-job injuries and where first-aid supplies are located.
- How to report unsafe conditions and practices.
- Use and care of required PPE.
- Emergency procedures and evacuation routes.
- Task-specific hazards for the initial job assignment.
- Outdoor heat and wildfire smoke awareness for any outdoor duties.

8.2 Ongoing Training

- Provide refresher training when hazards or procedures change, or when performance indicates a need.
- Provide annual training for outdoor heat and wildfire smoke when applicable to job duties.
- Supervisors receive additional training on enforcement and incident response.

8.3 Training Records

Training records will include date, topic, trainer, and attendee names/signatures.

9. Job Hazard Analysis (JHA) and Routine Inspections

A JHA is required for higher-risk tasks, including (as applicable): over-water work, confined spaces, energized systems, hot work, heavy equipment, rigging/lifting, work at heights, chemical use, and traffic control.

Supervisors will conduct routine checks; the Safety Coordinator will conduct formal inspections at least quarterly, and more often during peak season or major projects.

10. Incident Reporting and Investigation

All incidents, near-misses, and property damage must be reported immediately. The Port will investigate accidents as required by WAC 296-800-320 and related sections, to determine root causes and prevent recurrence. Investigations will be document what happened, contributing factors, and corrective actions (what/who/due date).

11. Emergency Preparedness and Response

Emergency: 911. Employees must be able to provide location details and guide responders.

11.1 Port Emergency Contacts (fill in)

911 address / location directions: 212 SW Cascade Ave. Across the railroad tracks on the waterfront

Safety Coordinator: Annette Sabourin Phone: 1-509-427-5484

Executive Director: Pat Albaugh Phone: 1-509-427-5484

First aid/CPR responders: 911

AED locations (if applicable): Mounted on east side of office building. 212 SW Cascade Ave

Emergency types covered include fire/smoke, medical emergency, over-water rescue, hazardous materials/spills, severe weather, earthquake, and violent incident/threat.

12. Outdoor Heat Exposure Prevention Program (WAC 296-62-09530 through 296-62-09560)

Outdoor heat requirements apply year-round when employees are exposed at or above the applicable temperature action levels in Table 1. This outdoor heat exposure safety program is addressed within this APP and will be provided in a language employees understand.

12.1 Temperature Action Levels (Table 1)

Select the applicable action level based on required clothing/PPE:

Required Clothing / PPE	Temperature Action Level
Nonbreathable clothes including vapor barrier clothing or PPE (e.g., chemical resistant suits)	52°F
All other clothing	80°F

12.2 Drinking Water

When exposure is at or above the applicable action level, the Port will ensure a sufficient quantity of suitably cool drinking water is readily accessible at all times. Employees will have the opportunity to drink at least one quart of drinking water per hour.

12.3 Shade / Other Sufficient Means to Reduce Body Temperature

When exposure is at or above the applicable action level, the Port will provide shade located as close as practicable to where employees are working. Shade must be large enough for the number of employees on break to sit normally fully in shade.

In lieu of shade, the Port may use other means to reduce body temperature if they can be demonstrated to be equally or more effective than shade (e.g., misting stations, cooling vests, air-conditioned areas).

12.4 Preventative Cool-Down Rest Periods

The Port will encourage and allow employees to take a preventative cool-down rest period when they feel the need to protect themselves from overheating. Preventative cool-down rest periods must be paid unless taken during a meal period that is not otherwise required to be compensated.

12.5 Acclimatization and Close Observation

The Port will closely observe employees for signs and symptoms of heat-related illness using one or more methods (e.g., regular communication for employees working alone, mandatory buddy system, or other effective observation).

Close observation is required for up to 14 days for employees newly assigned to work at/above the applicable action level, and during a defined heat wave, consistent with WAC 296-62-09545 and 296-62-09547.

12.6 High Heat Procedures (WAC 296-62-09547)

When the temperature is at or above 90°F (unless controls lower exposure below 90°F), the Port will implement high heat procedures, including mandatory cool-down rest periods and close observation.

Air Temperature	Mandatory Cool-Down Rest Periods (minimum)
At or above 90°F	10 minutes every 2 hours
At or above 100°F	15 minutes every 1 hour

Mandatory cool-down rest periods must be provided in the shade or using other equally or more effective means to reduce body temperature. Mandatory cool-down rest periods may be provided concurrently with other required meal/rest periods and must be paid unless taken during an unpaid meal period.

12.7 Responding to Signs and Symptoms of Heat-Related Illness

Supervisors must ensure effective communication is maintained so employees can report signs/symptoms and get medical attention when necessary. Employees showing signs/symptoms must be relieved from duty and provided sufficient means to reduce body temperature and be monitored to determine whether medical attention is necessary.

12.8 Training Requirements (WAC 296-62-09560)

Employees and supervisors must be trained prior to outdoor work where occupational heat exposure might occur, and at least annually thereafter.

Training must be provided in a language and manner the employee or supervisor understands.

Supervisors must be trained on implementation procedures and emergency response responsibilities.

13. Wildfire Smoke Response Program (Chapter 296-820 WAC)

The Port will implement wildfire smoke protections for employees who may be exposed to wildfire smoke while working outdoors or in other covered work environments. The Port's wildfire smoke response plan is incorporated into this APP and will be activated as required by Chapter 296-820 WAC.

13.1 Monitoring and Communication (PM2.5 / AQI)

The Port will determine the current PM2.5 using methods allowed by WAC 296-820-815 and communicate conditions to employees. Employees will be informed when PM2.5 exceeds thresholds and what protective measures are available.

At least two consecutive PM2.5 readings at or above 20.5 $\mu\text{g}/\text{m}^3$ (AQI 72)

PM2.5 at or above 35.5 $\mu\text{g}/\text{m}^3$ (AQI 101)

PM2.5 at or above 250.5 $\mu\text{g}/\text{m}^3$ (AQI 351)

PM2.5 at or above 500.4 $\mu\text{g}/\text{m}^3$ (AQI 849)

PM2.5 at or above 555 $\mu\text{g}/\text{m}^3$ (AQI 957)

13.2 Written Wildfire Smoke Response Plan (required)

Before work that exposes a worker to current PM2.5 at or above 20.5 $\mu\text{g}/\text{m}^3$ (AQI 72), the Port will ensure a wildfire smoke response plan is included in this written APP, tailored to Port operations. At minimum, the plan includes health effects/symptoms, symptom reporting, right to medical attention without reprisal, monitoring method, communication method, exposure control methods, symptom response procedures, and respirator information.

13.3 Exposure Controls (Hierarchy of Controls)

When wildfire smoke impacts operations, the Port will implement exposure controls, including when feasible at higher thresholds:

Engineering controls: enclosed filtered buildings/vehicles, HVAC filtration improvements, portable HEPA filtration units.

Administrative controls: reschedule or shorten outdoor tasks, rotate crews, reduce work intensity, increase rest periods, move work indoors or to lower PM2.5 locations.

Avoid or reduce work that creates additional exposures (dust, fumes, smoke).

13.4 Respiratory Protection (WAC 296-820-840)

Respirators will be NIOSH-approved and provided at no cost according to PM2.5 levels:

PM2.5 20.5 to 35.4 $\mu\text{g}/\text{m}^3$ (AQI 72-100): encouraged to provide N95 respirators upon request.

PM2.5 35.5 to 250.4 $\mu\text{g}/\text{m}^3$ (AQI 101-350): must provide N95 respirators to all exposed employees and encourage use (direct distribution or maintained supply).

PM2.5 250.5 to 500.3 $\mu\text{g}/\text{m}^3$ (AQI 351-848): must directly distribute N95 respirators to each exposed employee and encourage use.

PM2.5 500.4 to 554.9 $\mu\text{g}/\text{m}^3$ (AQI 849-957): required use; employees must be enrolled in a complete respiratory protection program (chapter 296-842 WAC) unless exposure is 15 minutes or less in 24 hours.

PM2.5 555 $\mu\text{g}/\text{m}^3$ (AQI 957) or more: required use; employees must be enrolled in a complete respiratory protection program; provide respirators with higher assigned protection factors (APF 25 or more) and P100 filtration as required.

13.5 Exposure Symptom Response and Medical Provisions (WAC 296-820-830)

Employees who display symptoms that may be related to wildfire smoke exposure must be allowed to seek medical attention or follow medical advice without retaliation. The Port will monitor symptomatic employees to determine whether medical attention is necessary and will make effective provisions in advance for prompt medical attention.

When PM_{2.5} is 250.5 µg/m³ (AQI 351) or more, workers with symptoms requiring immediate medical attention must be moved to a location that ensures sufficient clean air, such as an area where PM_{2.5} is less than 20.5 µg/m³ or an enclosed, HEPA-filtered building/vehicle.

13.6 Wildfire Smoke Training (WAC 296-820-825)

Provide training before work that exposes workers to PM_{2.5} at or above 20.5 µg/m³ (AQI 72) and at least annually thereafter.

Training must be provided in a manner and language readily understood by workers.

Supervisor training is required prior to supervising work at/above PM_{2.5} 20.5 µg/m³ (AQI 72).

14. Core Safe Work Practices for Port Operations (Minimum Expectations)

These requirements apply whenever the task and conditions make them applicable. Site- and task-specific procedures may be added by supervisors via JHAs.

14.1 Slips, Trips, Falls, and Housekeeping

- Keep walkways, docks, and work areas clear of hoses, cords, tools, and debris.
- Clean up spills promptly; use wet floor signage when needed.
- Use appropriate footwear (slip-resistant) for wet/icy dock or ramp conditions.

14.2 Working Near/Over Water

- Wear a U.S. Coast Guard-approved personal flotation device (PFD) when required by task/JHA (e.g., work on docks, floats, gangways, or when fall-to-water hazard exists).
- Use buddy system where practical; maintain reliable communications when working alone.
- Identify rescue equipment locations (ring buoys, throw bags, ladders) before starting work.
- Do not work over water during severe weather, high winds, or lightning conditions unless specifically authorized and controlled.

14.3 Vehicles, Traffic, and Mobile Equipment

- Wear high-visibility garments when working near moving vehicles and during low-light conditions.
- Use spotters for backing when visibility is limited; follow posted speed limits.
- Inspect vehicles and trailers before use; report defects immediately.

14.4 Ladders and Work at Heights

- Inspect ladders before use; remove damaged ladders from service.

- Maintain three points of contact; do not stand on the top step/cap.
- Use fall protection when required by task and conditions; follow manufacturer instructions for lifts/scaffolds.

14.5 Tools, Machinery, and Lockout/Tagout (as applicable)

- Use tools only as intended; ensure guards and safety devices are in place.
- Disconnect/secure energy sources before servicing equipment (lockout/tagout when required).
- Only trained/authorized employees may operate specialized equipment (e.g., forklifts, lifts, saws).

14.6 Lifting, Rigging, and Material Handling

- Plan lifts; use mechanical assistance when possible; do not exceed rated capacities.
- Inspect slings, hooks, and rigging hardware; remove damaged gear from service.
- Keep hands and body clear of pinch points; never stand under suspended loads.

14.7 Chemicals, Fuels, and Spill Response

- Maintain Safety Data Sheets (SDS) for chemicals used; label secondary containers.
- Store fuels and chemicals in approved containers; keep away from ignition sources.
- Report and respond to spills using spill kits; notify the Safety Coordinator for any reportable spill.

14.8 Fire Prevention and Hot Work (as applicable)

- Maintain access to extinguishers; inspect extinguishers monthly.
- No smoking except in designated areas.
- Hot work (cutting/welding/grinding) requires hazard review and fire watch when needed; ensure combustibles are controlled.

14.9 Workplace Violence / Harassment / Threats

- Report threats, harassment, or violent behavior immediately to a supervisor or the Executive Director.
- Call 911 for imminent danger; follow evacuation/lockdown direction as appropriate.

14.10 Office Ergonomics

- Adjust workstation to neutral posture; take micro-breaks and vary tasks.
- Report discomfort early to reduce risk of repetitive strain injuries.

15. Personal Protective Equipment (PPE)

15.1 PPE Program Overview (WAC 296-800-160)

The Port will identify required PPE through hazard assessments (including job hazard analyses) and will provide required PPE at no cost to employees. Employees must use PPE as trained and maintain PPE in clean, serviceable condition.

15.2 PPE Hazard Assessment and Certification

Before work begins, the supervisor and/or Safety Coordinator will complete and document a PPE hazard assessment for tasks with potential exposures (impact, penetration, compression,

chemical, heat/cold, noise, fall, respiratory, biological, etc.). A written certification of hazard assessment will be maintained as required by WAC 296-800-16010.

15.3 Minimum PPE by Work Area

Minimum expectations (supervisors may require additional PPE based on conditions):

- Office / administrative areas: closed-toe shoes; appropriate attire; ergonomic workstation setup as applicable.
- Shop / maintenance areas: safety glasses with side shields (ANSI Z87.1) when hazards are present; sturdy footwear; hearing protection when noise hazards are present.
- Field / properties / docks / public-facing maintenance: high-visibility vest when working near traffic or equipment; sturdy footwear; gloves appropriate to the task; PFD when working near or over water when fall/immersion risk exists.
- Hot work (cutting/grinding/welding): face shield and appropriate eye protection; welding hood as required; flame-resistant clothing; gloves; hearing protection; fire watch and extinguishers per hot work procedures.
- Chainsaw / brush cutting: hard hat (as needed for overhead hazards), eye/face protection, hearing protection, cut-resistant chaps, gloves, and safety-toe boots.

15.4 PPE Inventory List (Typical)

The following PPE types are typically maintained for Port operations (not all PPE applies to every task):

PPE Category	Examples / Standard	Typical Use	Notes (Care / Limits)
Head Protection	Hard hat (as required)	Construction interface; overhead hazards; falling objects	Inspect shell/suspension; replace after impact.
Eye/Face Protection	Safety glasses; chemical goggles; face shield	Grinding; mowing/landscaping; chemical handling; flying debris	Replace scratched/damaged lenses; face shield over safety glasses when needed.
Hearing Protection	Ear plugs / ear muffs	Lawn mower; snow blower; tractor; chainsaw; shop work	Use when noise hazards present; keep clean; replace as needed.
Hand Protection	Work gloves (task-specific); welding gloves	General maintenance; material handling; welding	Select appropriate glove type; no loose gloves near rotating equipment (grinders).
Foot Protection	Sturdy boots / closed-toe shoes; slip-resistant as needed; leather boots for welding	Grounds/maintenance; shop work; equipment operation; welding	Inspect soles/tread; keep dry; replace when worn.
Fall Protection	Safety harness / lanyard / SRL; guardrails where feasible	Work at heights (≥4 ft where applicable); manlift/MEWP	Use compliant anchor points; inspect before each use; training required.

High-Visibility Apparel	Hi-vis vest/jacket (as required)	Work around vehicles/equipment; traffic areas; docks	Keep clean and reflective; replace when faded/torn.
Respiratory Protection	NIOSH-approved respirator (as required)	Wildfire smoke response; dusty tasks when controls insufficient	Follow Port respiratory protection procedures when required; proper storage and fit.
Chainsaw-Specific PPE	Protective chaps; eye/face; hearing; gloves; boots	Chainsaw operation	Maintain guards; two-hand operation; PPE required before use.
Welding PPE	Welding hood/lens; welding gloves; welding apron; long sleeves	Welding/cutting and hot work	Fire watch; good ventilation; maintain leads/cords.
Over-Water / In-Water Work	Personal flotation device (PFD) as required; life ring/rope available	Dock work; in-water tasks; dock removal	Never work alone in water; rescue skiff as required for deeper water per Port procedures.

15.5 PPE Training, Inspection, and Replacement

Employees must be trained on PPE selection, proper use, limitations, cleaning, storage, and inspection. Supervisors will verify PPE is available and used correctly. Defective or damaged PPE must be removed from service and replaced promptly.

16. Recordkeeping and Program Review

- APP revisions and annual review notes.
- Safety committee/meeting minutes and attendance.
- Training rosters for orientation and annual refresher training.
- JHAs and inspection checklists.
- Incident/near-miss reports and investigations, including corrective action tracking.
- Heat and wildfire smoke daily plans/logs (recommended operational documentation).

Appendix B - Incident / Near-Miss Report (Template)

Date/Time:

Location:

Person(s) Involved:

Witness(es):

Description of Incident / Near-Miss (What happened?):

Immediate Actions Taken:

Contributing Factors (equipment, environment, procedures, training, etc.):

Corrective Actions (what / who / due date):

Supervisor Review (name/sign/date):

Safety Coordinator Review (name/sign/date):

Appendix C - Job Hazard Analysis (JHA) (Template)

Task/Job: _____ Location: _____ Date: _____

Supervisor/Lead: _____ Crew/Employees: _____

Step	Hazards	Controls (Engineering/Admin/PPE)	Responsible Person / Notes

Crew briefing completed (Y/N): ____ Briefing time: ____:____ Signatures attached (Y/N):

Appendix F - PPE Hazard Assessment and Certification

This appendix contains the Port's PPE hazard assessment worksheet and PPE training guidance. Revised per L&I recommendations (source document updated February 2025).

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT, TRAINING

The purpose of this document is to provide a checklist worksheet to assist the user to do a hazard assessment for personal protective equipment (PPE) and to provide employee training guidance.

PERSONAL PROTECTIVE EQUIPMENT

WAC 296-800-160 ensures that your employees have, use, and care for the appropriate personal protective equipment. PPE is an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields and barriers.

WAC 296-800-16005 requires the employer to do a hazard assessment for PPE. You must look for and identify hazards or potential hazards in you workplace and determine if PPE is necessary on the job. PPE should be used after all other reasonable means of reducing hazards have been carried out. You should first take steps to get rid of all identified hazards by considering other ways to get the job done, reduce hazardous materials or processes, and by applying engineering controls to reduce or eliminate hazards.

WAC 296-800-16010 requires written documentation of the assessment (paper or electronic format) that identifies the name and address of the work place evaluated; the person certifying that the evaluation was done; and the date(s) of the hazard assessment. This written requirement is satisfied by the the "Hazard Assessment Checklist Worksheet" featured below.

TRAINING

Each employee must be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly put on, take off, adjust, and wear PPE;
- The limitations of the PPE and;
- The proper care, maintenance, useful life, and disposal of the PPE.

Each affected employee must demonstrate an understanding of the training specified and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

Retraining is required when changes in the work place make previous training obsolete; or when changes in the types of PPE to be used make previous training obsolete; or when an affected employee's knowledge of assigned PPE or work habits indicate that the employee has not retained the necessary understanding, skill, or motivation to use PPE.

All training and retraining must be documented in writing for each affected employee. Documentation must include the name of each employee trained, the date(s) of training, and subject of the training.

Personal Protective Equipment (PPE) Hazard Assessment

<u>Hazard Key</u>	<u>Body Part Key</u>	<u>PPE Required</u>
1) Cut	a) Head	1) Hardhat
2) Abrasion	b) Face	2) Chemical Goggles
3) Burn	c) Eye	3) Safety Glasses or Face Shield
4) Fall	d) Ear	4) Ear Protection
5) Flying Object	e) Respiratory	
6) Noise	f) Trunk	5) Body Harness
7) Flying Particles	g) Arm	6) Gloves (specify)
8) Inhalation	h) Hand	7) Shoes/Boots (specify)
9) Slip	i) Finger	8) Respirator
10) Splash	j) Leg	9) Other _____
11) Other _____	k) Foot	
	l) Toe	
	m) Other _____	

Activity/Tool	Location of Hazard	Potential Hazards	Body Parts	PPE Required	Safe Practices
Grinding	Shop aka Red Barn 11 SW Cascade Ave Stevenson WA	1, 2, 3, 7, 8	a, b, c, e, g, h, i	Face Shield Boots/closed toe shoe	No loose gloves - caught in wheel Good ventilation Long sleeves Inspect machinery Guards in place Wheels are tight and in good condition Cord not frayed
Welding	Shop aka Red Barn 11 SW Cascade Ave Stevenson WA	1, 2, 3, 7 8	a through l	Welding hood Welding gloves Welding lens Welding apron Leather boots	Good ventilation Long sleeves Fire watch Inspect cord and leads Properly secure materials 30 minute fire watch after
Landscape Maintenance	Port Properties A) Stevenson B) North Bonneville	1, 2, 5, 6, 7, 8	a through l	Safety goggles/ face shield Ear protection Boots/closed toe shoe	Inspect all PPE before beginning tasks Keep tools away from body Inspect the grounds before utilizing tools like lawn mower to minimize debris
Chainsaw	Port Properties A) Stevenson B) North Bonneville	1, 6	a through l	Safety goggles/ face shield Ear protection Boots/closed toe shoe X- Protective Chaps	Check all safety guards Maintain firm foothold Always use two hands Allow to come to a stop before putting it down

Dock removal, in water work	SE Cascade Ave. SW Cascade Ave	Slip	m	Throw out life ring with rope	Never work in the water alone. Water deeper than 5' requires a rescue skiff & personal flotation device
Safety harness	Port Properties <ul style="list-style-type: none"> Stevenson North Bonneville 	Fall	fall through		At four feet fall protection measures such as guard rails or safety harness will be used. Except for being on a ladder.
Forklift	Port Properties <ul style="list-style-type: none"> Stevenson North Bonneville 	Fall, noise, flying particles	Head Face Ears	Safety goggles, ear plugs, body harness	Fall protection will be used.
Excavator	Port Properties <ul style="list-style-type: none"> Stevenson North Bonneville 	Noise Flying particles	Eyes Ears Feet	Safety goggles Ear protection Boots/closed toe shoe	Making sure routine maintenance is kept up to date. Only trained users over the age of 18 will use.
Forklift	Port Properties <ol style="list-style-type: none"> Stevenson North Bonneville 	Noise	Ears feet	Hearing protection Boots/ Closed toe shoe	Making sure routine maintenance is kept up to date. Only trained users over the age of 18 will use.

Generator	Port Properties 1. Stevenson 2. North Bonneville	Flying particles	Eyes Feet	Eye protection Boots/ Closed toe shoe	Making sure routine maintenance is kept up to date. Only trained users over the age of 18 will use.
Lawn Mower	Port Properties 1. Stevenson 2. North Bonneville	Noise Flying particles	Ears Eyes Feet	Ear protection Safety goggles Boots/ closed toe shoe	Making sure routine maintenance is kept up to date. Only trained users over the age of 18 will use.
Snow Blower	Port Properties • Stevenson • North Bonneville	Noise Flying particles	Ears Eyes Feet	Ear protection Safety goggles Boots/ closed toe shoe	Making sure routine maintenance is kept up to date. Only trained users over the age of 18 will use.
John Deer tractor	Port Properties • Stevenson • North Bonneville	Fall Flying object Noise Rollover	Head Face Eyes Body	Safety glasses Ear protection	Full maintenance and safety inspection will be performed before use Users will be trained

Source worksheet updated 01/2026; incorporated into Port APP 2026.

Appendix G - Safety Training Record (Template)

Use this form to document required safety training. Maintain completed records in employee training files.

Appendix H - Standard Safety Inspection / Hazard Assessment Checklist

Use this checklist for quarterly inspections and during annual site surveys. Document corrective actions and completion dates.

Appendix I - Chemical Hazard Communication Program (WAC 296-901)

This appendix supplements the main APP by describing how the Port communicates chemical hazards, maintains Safety Data Sheets (SDS), and trains employees who may be exposed to hazardous chemicals.

1. Company Policy

The Port of Skamania County (Port) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by the Port, the following hazardous chemical communication program has been established. All work units of the Port will participate in the hazard communication program. This written program will be available in the Facilities office at the Port for review by any interested employee.

2. Container Labeling

The Facilities Manager is responsible for container labeling procedures, reviewing, and updating. The labeling system used at 212 SW Cascade Avenue is as follows:

The manufacturer's label must remain in place and in good condition.

Spray bottles with handwritten labels must be legible in permanent marker and reviewed yearly by Facilities.

It is the policy of the Port that no container will be released for use until the above procedures are followed.

3. Safety Data Sheets (SDS) (SDS)

The Facilities Manager is responsible for establishing and monitor the employer's SDS program. This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain SDSs and review incoming SDSs for new or significant health and safety information are as follows:

Copies of SDSs for all hazardous chemicals in use will be kept in Facilities office, in view, on bookshelf.

SDSs will be available to all employees during each work shift.

All employees using chemicals are required to read the SDS and receive training and PPE.

If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the Facilities Manager

SDSs are reviewed annually and updated as needed.

4. Employee Information and Training

The Facilities Manager is responsible for the employee training program. The procedures for how employees will be informed and trained are as follows:

All employees will read the manufacturer's label and SDS.

Training and PPE will be provided; precautions for spills and exposure must be taken.

The Facilities Manager will make sure that before starting work, each new employee of the Port will attend a health and safety orientation that includes information and training on the following:

An overview of the requirements contained in the Hazard Communication Standard.

Hazardous chemicals present at their workplaces.

Physical and health risks of the hazardous chemical.

The symptoms of overexposure.

How to determine the presence or release of hazardous chemicals in their work area.

How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.

Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.

Procedures to follow if employees are overexposed to hazardous chemicals.

How to read labels and review SDSs to obtain hazard information.

Location of the SDS file and written hazard communication program.

An overview of the requirements contained in the Hazard Communication Standard.

Before introducing a new chemical hazard, each employee will be given information and training as outlined above for the new chemical.

5. Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks including maintenance and repair to public parks and commercial buildings, and boat docking and launching facilities. Prior to starting work on such projects, each affected employee will be given information by the Facilities Manager about the hazardous chemicals he or she may encounter during these activities:

Examine tasks and hazards

When chemicals are used to read manufacturer's label, heed warnings and precautions, review SDSs

Use appropriate PPE and safety measures

Prepare for an emergency by planning for escape route, spill response, fire suppression, and first aid.

For example, supply line repair to public restroom: after examining job site a perimeter is established to exclude public; PVC glue will be used on repair line. Label is read and adhered to. SDS sheets are reviewed (adequate translation provided). Gloves and splash goggles are provided; fire extinguisher and spill response are on site. This would require two staff persons in case of exposure: first aid.

6. List of Hazardous Chemicals

The Facilities Manager maintains the current list of hazardous chemicals on the Port's shared drive (Facilities > Safety > Chemical Hazard) and will make it available upon request.

Appendix J - Bloodborne Pathogens Exposure Control Plan (WAC 296-823)

This appendix applies to employees with occupational exposure to blood or other potentially infectious materials. It is intended to meet the requirements of WAC 296-823.

Purpose

The Port of Skamania has established this written exposure-control plan, in accordance with OSHA standard 29 CFR 1910.1030, for all employees who handle, store, use, process or dispose of potentially infected blood and blood products. This plan includes requirements for personal protective equipment, engineering controls, housekeeping procedures, training, exposure reporting and recordkeeping.

Responsibilities

The Facilities Manager will manage the bloodborne pathogens exposure control plan and maintain all records pertaining to it. The Port of Skamania management will ensure proper adherence to the plan through periodic audits. The exposure-control plan will be reviewed and updated at least annually. The review process will include soliciting input from non-managerial employees.

Definitions

Biological Hazard: Any viable infectious agent that presents a potential risk to human health.

Bloodborne pathogens: Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.

Medical Wastes/Infectious Wastes: Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal body parts removed by means of surgery or autopsy.

Universal Precautions: Preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids to be potentially infectious and taking appropriate protective measures.

Training

The Port of Skamania will provide training on bloodborne pathogens exposure, by a qualified medical professional, to any employee whose assigned job duties include first aid, HAZMAT response or custodial work (such as cleaning restrooms). All employees in affected jobs will receive training upon hiring, and yearly thereafter. The training will include:

Company policy;

Types and transmission of bloodborne pathogens;

General safety rules;

Universal precautions;

Use of personal protective equipment (PPE);

Medical waste disposal procedures;

Post-exposure treatment and procedures;

HBV vaccinations.

General work procedures

The Port of Skamania personnel must follow these procedures for controlling exposure to bloodborne pathogens:

Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

Engineering controls will be examined and maintained on a regular schedule to ensure their effectiveness.

The Port will provide resuscitation equipment and other ventilation equipment to eliminate the need for direct mouth-to-mouth contact for employees whose jobs would require them to perform resuscitation (AED located on East side of Port office).

Do not eat, drink, smoke, handle contact lenses or apply cosmetics in areas where exposure to bloodborne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.

Wear disposable latex or vinyl gloves if:

you have cuts, abrasions, chapped hands, dermatitis, or similar conditions.

you are examining an individual with an open skin wound and active bleeding.

you are handling blood, blood products or body secretions.

Wear gowns, aprons, or lab coats whenever there is a possibility that bodily fluids could splash on an employee.

Perform procedures involving blood and other potentially infectious materials in such a manner that will minimize splashing or spraying.

Wear protective clothing when entering a work area where potentially infectious materials are handled.

Wash your hands as soon as possible after handling potentially infectious materials, and after removing protective clothing and equipment.

Remove all protective equipment when leaving the work area and, if the equipment is contaminated, place it in a proper storage container for washing, decontamination, or disposal.

Remove contaminated clothing before entering other areas of the building or leaving the building.

When in doubt, take appropriate safety precautions.

Medical wastes

Separate all medical/infectious waste from other waste at the point of origin, and place (except for sharp objects) in double, disposable red bags with "Biohazard" and "Infectious Waste" labels. Place all 'sharps,' such as needles, scalpels, razor blades or broken glass, in puncture-proof, leak-proof, labeled, or color-coded containers for proper disposal. Place all infectious waste in leakproof bins or barrels marked "Biohazard" and "Infectious Waste." These will be collected by a licensed infectious-waste removal company.

Disinfect contaminated reusable equipment before washing for re-use. Decontaminate reusable glassware in a 1:9 bleach solution before rinsing and acid washing; then sterilize the glassware in an autoclave. Decontaminate floors and other surfaces with a 1:9 bleach solution as well.

Engineering controls

Changes in technology that eliminate or reduce exposure to bloodborne pathogens will be incorporated when identified. Consideration and implementation of appropriate, commercially available, effective, and safer medical devices are discussed annually in safety meetings.

Hepatitis B (HBV) Vaccinations

The Port of Skamania will provide, at its own expense, hepatitis B vaccinations to employees covered under this plan and who choose to be vaccinated. The company will document that it offered the vaccine, as well as the employees' decision to accept or decline and the date of vaccination.

Reporting

Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person's bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to the Safety Officer. An employee covered under this plan, or an employee acting as a "Good Samaritan," who has been exposed on the job to HIV, HAV, HBV or HCV will be tested at the time of exposure to determine if the virus has been transmitted. The employee will be re-tested at six weeks, 12 weeks, and six months after exposure. All testing will be performed at Port expense.

The Port will also contact the exposure source and request that that person to be tested, at company expense. The testing for this person is not mandatory, however, and refusal will not affect their employment. Test results will be provided to source and exposed employees within five business days of their receipt. Confidentiality will be maintained for both the exposed employee and the exposure source during all phases of the post-exposure plan.

Record Keeping

The Port of Skamania Safety Officer will maintain all exposure reports, training, and HBV vaccination records. OSHA requires that records be kept for the duration of employment, plus 30 years, except training records which must be kept for 3 years. Hepatitis B or HIV contracted on the job will be recorded on the OSHA 300 log as an illness. Exposure to bloodborne pathogens from contact with 'sharps' will be recorded on the OSHA 300 log if a doctor prescribes treatment with gamma globulin, HBV immune globulin or HBV vaccine.

References (Non-Exhaustive)

- Revised Code of Washington (RCW) 49.17.060 - Employer - General safety standard - Compliance (Washington Industrial Safety and Health Act).
- Washington Administrative Code (WAC) 296-800-140 and 296-800-14005 - Accident prevention program; written APP requirements.
- WAC 296-800-130 - Safety committees/safety meetings.
- WAC 296-800-320 - Accident reporting and investigating (investigation requirements).
- WAC 296-62-09530 - Employer and employee responsibility (Outdoor heat exposure; Table 1 action levels).
- WAC 296-62-09535 - Access to shade.
- WAC 296-62-09540 - Drinking water.
- WAC 296-62-09545 - Acclimatization.
- WAC 296-62-09547 - High heat procedures (Table 2).
- WAC 296-62-09550 - Responding to signs and symptoms of heat-related illness.
- WAC 296-62-09560 - Information and training.
- Chapter 296-820 WAC - Wildfire smoke (including respirator provisions and response plan requirements).
- Washington State Department of Labor & Industries (L&I) publication F417-300-000, Permanent Changes to Outdoor Heat Exposure Rules (effective July 17, 2023).
- Chapter 296-842 WAC - Respirators (for required-use wildfire smoke respirator program threshold).
- WAC 296-800-160 - Personal protective equipment (hazard assessment, selection, training).
- Chapter 296-901 WAC - Hazard communication.
- Chapter 296-823 WAC - Bloodborne pathogens.
- Washington State Department of Labor & Industries (L&I) - Wildfire Smoke Rule (WAC 296-820) and implementation resources.