

SAFETY & WELLNESS POLICY

Port of Skamania County

February 2024

A SAFETY MESSAGE FROM THE PORT COMMISSIONERS

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

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

The Executive Director and the Facilities Manager will ensure the implementation of this program by devoting the resources necessary to: hold monthly staff safety meetings, develop procedures for identifying and correcting hazards, and planning for foreseeable emergencies.

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

Port of Skamania County Commissioners

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SAFETY RELATED FORMS

Accident Investigation Report
Auto Accident Report Form (2 pages)
Incident Report Form
Job Hazard Analysis Form (1 page)
Report of A Workplace Hazard (1 page)
OSHA 300 Log of Work-Related Injuries and Illnesses
OSHA 300A Summary of Work-Related Injuries and Illnesses
OSHA 301 Injuries and Illnesses Incident Report
Safety Meeting Minutes Form
Vehicle Checklist
Evacuation Map

Executive Director's Responsibilities:

1. Ensure that the responsibilities listed in this Safety Policy are implemented.
2. Ensure adequate resources such as employee time, funds for safety equipment and training, and program commitment from management are available to implement the safety policy.
3. Evaluate supervisors annually to ensure implementation of their responsibilities as defined in this policy.
4. Ensure that accidents are fully investigated, and corrective action taken to prevent recurrence.
5. Follow established safety rules and attend the required training.
6. Report unsafe practices or conditions observed to the supervisor of the area where the hazard was observed (see forms).

Facilities Manager Responsibilities:

1. Ensure that the employee supervised receives an initial orientation before beginning work (i.e. safety talk).
2. Ensure that the employee supervised is competent or receives training on safe operation of specific equipment or tasks before starting work on the project or equipment.
3. Ensure that the employee is issued the required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Complete a daily walk-around safety check (public safety evaluation) of the work area and promptly take corrective action for any hazards discovered.
5. Periodically observe work performance of employees supervised for compliance with safety rules contained in or referenced by this policy. Provide training and take corrective action as necessary.
6. Follow established safety rules and attend the required training.
7. Complete a preliminary investigation of all accidents and report findings to management.
8. Conduct quarterly audits using *Standard Safety Inspection Checklist* (Appendix A).
9. Inform management suggesting changes to work practices or equipment that will improve employee safety.

Safety Chairperson Responsibilities:

1. Schedule and coordinate monthly safety meetings and take minutes.
2. Maintain records including Safety Minutes, Accident Reports, and To-Do Lists.
3. Maintain Safety Bulletin Board: annual update of posters, post citations and notices as required, and OSHA 300 logs.
4. The Safety Chairperson will make any new accident/incident reports available for review before safety meetings.
5. Coordinate all L&I, OSHA and all other reporting as necessary.
6. Verify that appropriate employees receive specific training required to do their jobs safely, and that training documents are retained in the employee's file(s).
7. Ensure that records of injuries and illnesses (see forms) are maintained and posted as described elsewhere in this policy.

Safety Bulletin Board:

The safety bulletin board is in the copy room. Employees and supervisors should check this board regularly for new notices. Required Federal and Washington State Labor Laws posters displayed on the board include, but are not limited to:

- WISHA Poster of Employee Rights and Employer Responsibilities
- Industrial Insurance Poster
- Emergency Telephone numbers
- OSHA 300A Summary of Work-Related Injuries and Illnesses (each February)
- Bloodborne Pathogens

Any Citations and/or Notices from the Department of Labor & Industries will be posted.

Safety Meetings:

All employees are required to attend a monthly staff safety meeting. Minutes are kept on the Safety Meeting Minutes Form. Meeting minutes will be kept on file per Washington Secretary of State, Retention Schedule.

Training:

The Safety Chairperson will work with department leads to verify that appropriate employees receive specific training required to do their jobs safely, and that their employee files documents for the training.

Hazard Reporting:

Employees observing a safety hazard must immediately report the hazard to their supervisor. A *Report of a Workplace Hazard* form shall be provided to document the hazard as reported. The supervisor or person who takes final action on the hazard must indicate on the form what corrective action was taken to eliminate or control the hazard. A copy will be given to the employee who filed the report. The original will be forwarded to the Safety Chairperson for review at the next scheduled meeting. For Chemical Hazards, the protocol laid out in the Port's Chemical Hazard Communication Plan will be followed (Appendix D). For hazards related to Bloodborne Pathogens, the protocol laid out in the Bloodborne Pathogen Exposure Control Plan will be followed (Appendix E).

Recordkeeping and Review:

Employees are required to report any injury to their immediate supervisor, regardless of severity, using the *Incident Report* form. The supervisor will investigate the accident using the *Management Report* in the *Incident Report* (or WSDOT Accident/Incident Report, a more extensive form). These reports will be forwarded to the Executive Director, along with any L&I claim form associated, to determine whether it should be recorded on the *OSHA 300 Log of Work-Related Injuries and Illnesses*. Incidents shall be reported per OSHA per regulations and

recorded within 6 days after the Port becomes aware of the incident. If the injury is not recorded on the *OSHA 300 Log of Work-Related Injury and Illnesses*, it will be reported on the *Employee's Report of an Injury, Illness, or Near Miss* form for non-OSHA-recordable injuries and near misses.

The Safety Chairperson will make any new accident/incident reports available for review before safety meetings. The Executive Director will review the reports for trends and may decide to conduct a separate investigation into any incident or accident.

A signed copy of the *OSHA 300A Summary of Work-Related Injuries and Illnesses* for the previous year will be posted by the Safety Chairperson on the safety bulletin board from February 1 until April 30. Employees can view the current OSHA 300A log upon request at any time during the year. OSHA recording and reporting is governed by 1904.1(a) and shall supersede any information in this section if updated.

Accident Investigation:

Whenever there is an accident that results in serious injuries that have immediate symptoms, the immediate supervisor of the injured person(s) will conduct a preliminary investigation. The immediate supervisor will report the preliminary findings to the Executive Director. The Executive Director will determine if an investigation team is needed to further detail the facts of the accident. The Executive Director and the immediate supervisor will assign people whose expertise would aid the investigation to the team.

The investigation team will take written statements from witnesses (see *Witness Statement* form can be found as part of the *Incident Form*), photograph the accident scene and equipment involved, note the conditions of the equipment and the work that may have had a bearing on the accident as soon as possible after the accident. The team will make a written report of its findings including a sequence of events leading up to the accident, conclusions about the accident and any recommendations to prevent the accident from recurring. The Port staff will review the report at the regularly scheduled staff safety meeting.

In the event of a fatality, probable fatality, or when two or more employees are admitted to a hospital as a result of an accident, the Port will **contact the Department of Labor and Industries within 8 hours after becoming aware of the accident**. During weekends and evenings, the toll-free notification number is **1-800-423-7233, option 1**. The notification must be a verbal conversation with a representative of the department. Fax and answering machine notifications are not acceptable. The notification must report:

- Name and phone number of the best person to contact.
- The name of the establishment/business.
- The location/address where it happened.
- The date and time it happened.
- The names and number of employees harmed.
- A brief description of the incident.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will prepare the *Incident Report* and forward it to the Safety Chairperson and the Executive Director.

Whenever there is an incident that did not but could have resulted in serious injury to an employee, the incident will be reported by the employee in the *Incident Report* form and then be investigated by the supervisor or a team—depending on the seriousness of the injury that would have occurred—with the *WSDOT Accident/Incident Report* form. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the Safety Chairperson and to the Executive Director to be filed accordingly.

Safety Inspection Procedures:

Annual Site Survey—Once a year, the Executive Director and Facilities Manager will conduct a wall-to-wall, walk-through inspection of the entire worksite (see *Standard Safety Inspection Checklist*). They will note any safety hazards or potential hazards during their walk-through. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklist used during regular safety inspections, and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey—Whenever we receive new equipment, or changes are made to a building structure that may have safety ramifications, the Facilities Manager and Executive Director will examine the changed conditions and make recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Safety Inspection—Periodically, staff may mutually agree to inspect each other's workspace rather than their own, to provide a fresh pair of eyes.

Job Hazard Analysis—When tasks or workspaces are identified as particularly or potentially hazardous, a hazard analysis will be conducted by a team using the *Job Hazard Analysis* form as soon as possible. The workspace will be modified as needed to eliminate or control the hazard. Employees will be trained in the revised operation. The results will be reported at the next safety meeting.

Personal Health:

Recognize personal abilities and limits, especially if returning from medical leave. Employees are responsible for making the employer aware of any out-of-the-ordinary personal limitations so that the employer can provide accommodation for this. Often light-duty tasks should be considered for an employee returning from medical leave or procedure.

Personal Protective Equipment (PPE) and Hazard Assessment

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.

1. 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 your 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 that a hazard assessment for PPE has been done and that a complete written certification (paper or electronic format) of the assessment that identifies the:

- Name of the workplace.
- Address of the workplace you inspected for hazards.
- Name of person certifying that a workplace hazard assessment was done.
- Date(s) the workplace hazard assessment was done.
- Statement identifying the document as the certification of hazard assessment for PPE for the workplace.

This written requirement is satisfied by the “Hazard Assessment Checklist Worksheet” featured below.

2. 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.
- 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 workplace 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.

3. Personal Protective Equipment (PPE) Hazard Assessment: *This will be the written certification of the PPE hazard assessment required by WAC 296-800-16010*

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

Activity/Tool	Potential Hazards	Body Parts	PPE Required	Safe Practices
Grinding	1, 2, 3, 7, 8	a, b, c, e, g, h, i	Face Shield	- No gloves (caught in wheel) - Good ventilation - Long sleeves - Inspect machinery - Guards in place - Wheels tight and in good condition - Cord not frayed
Welding	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
Landscape Maintenance	1, 2, 5, 6, 7, 8	a through l	III, V, VII, VIII	- Inspect all PPE before beginning tasks - Keep tools away from

				body - Inspect the grounds before utilizing tools like lawnmower to minimize debris
Chainsaw	1, 6	a through l	III, VII, VIII Leather 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	9	m	Life Ring	- Never work in the water alone
Safety Harness	4	a through l	VI	- Wear when in Bucket truck, anytime suspended or rappelling above 20 feet; do not use if you are on a ladder

*For more information about the safety rules and practices for all the equipment utilized by the Port facilities team, see below.

4. Specific Safety Rules

All equipment must be maintained regularly. BE CONTINUOUSLY AWARE OF PEOPLE AROUND YOU or who may show up at any time. Safety rules have been established for the following tasks:

Operating Vehicles

- Wear seat belts at all times
- Check break pedal for at least a 2-inch clearance from the floor when pressed down
- Check that all lights operate properly
- Operate all vehicles in a safe and professional manner
- Refer to the *Vehicle Checklist*—keep maintenance records file

Weed Eater

- Wear face shield and hearing protection
- Wear sturdy work boots
- Check all safety guards (do not operate with missing or defective guards)
- Watch for other people

Chain Saw

- Chainsaw operation training (refer to *Bucker & Faller Handbook*)

- Wear face shield
- Must be at least 18 years old
- Wear chaps and hearing protection
- Wear work boots
- Check all safety guards (do not operate with missing or defective guards)
- Do not cut any material other than wood
- When sawing, make sure that the saw chain does not touch any foreign materials such as rocks, nails
- In order to keep control of your saw, always maintain a firm foothold
- Never work on a ladder, in a tree, or on any other insecure support
- Never use the saw above shoulder height
- Do not put pressure on the saw when finishing the cut
- Never use the saw with one hand
- Always stop the engine before putting the chain saw down or carrying it

Walk-behind Lawn Mower Operation

- Provide foot protection by wearing heavy work boots, or preferably by steel-toe safety boots
- Must wear hearing protection
- Must wear eye protection
- Must be at least 16 years old
- Regard the mower as a piece of power equipment and use caution at all times while operating this equipment—mower guards should never be removed
- Give complete and undivided attention to the job—no “horse play”
- Keep the area of operation clear of all other persons, particularly small children
- Watch for rocks and other foreign objects in the path of the mower
- Be sure you know how to stop the mower and engine immediately
- Plan the cutting operation so it is not necessary to pull the mower rearward toward you, particularly on a downgrade
- Fill fuel-driven mowers outside or in a well-vented area—avoid spilling fuel; do not fill the tank while the engine is hot or is running, or if you are smoking
- Start the engine carefully making sure the mower is out of gear—stand firmly with your feet away from the blade—make sure the mower will not tip or roll during the starting operation
- Stay clear of the front of self-propelling mowers during and after starting
- Keep in step with the mower
- Do not lag behind or let it pull you, as you will not be in control of the machine—do not run
- When operating over uneven terrain and slopes, use extreme care and make sure to have solid and firm footing at all times
- Be sure the OP (operator presence) Switch is working if outfitted with one

Ride-on Mower Operation

- Must wear heavy work boots
- Must wear hearing protection
- Must wear eye protection
- Must be at least 16 years of age
- Do not operate without proper instruction
- Do not carry other people
- Keep other people a safe distance away
- Clear the cutting area of objects, which might be picked up and thrown
- Always check overhead clearance, especially when mowing
- Disengage the clutch and shift into neutral before starting the engine
- Do not bypass switches to jump-start the engine
- Disengage power to mower and stop the engine before leaving the operator's position
- Disengage power to mower, stop the engine and remove key before making any repairs or adjustments
- Take all possible precautions when leaving the vehicle unattended, such as setting the parking brake, and stopping the engine
- Do not stop or start suddenly when going uphill or down hill
- Reduce speed on slopes and in sharp turns to prevent tipping or loss of control
- Use extreme caution when changing direction on slopes
- Keep tractor in gear when going down steep slopes
- Stay alert for holes in the terrain and other hidden hazards
- Watch out for traffic when crossing or near roadways
- Handle fuel with care—it is highly flammable
- Use approved fuel container
- Never remove the cap of a fuel tank—or add fuel—to a running or hot engine; do not fill the tank in an unvented area
- Wipe up spilled fuel
- Open doors if the engine is running in the garage—exhaust fumes are dangerous
- Do not run the engine indoors without proper ventilation
- Do not smoke when handling fuel
- Do not attempt to fill fuel tank from fuel containers unless the container spout or funnel fits inside the fuel tank filler neck
- If a foreign object is struck, stop the engine and inspect for damage
- Any damage should be repaired before restarting/operating the equipment
- Know what is behind you before backing up

Dragon Torch

- Training in working with hot open flames
- Burning permits secured
- Wear leather gloves
- Have fire extinguisher, shovel, and 5 gallons of water or hose connection on hand

Work With Ladders

- Inspect before use for physical defects such as loose joints, grease on steps, or missing rubber feet
- Don't paint a ladder! You may hide a defect
- Don't use a ladder as a brace, workbench or for any other purpose than climbing
- Don't carry objects up or down a ladder if it will prevent you from using both hands to climb
- Always face the ladder when climbing up or down
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a sign
- Only one person is allowed on a ladder at a time
- Always keep both feet on the ladder rungs
- Tie off the ladder to a secure fixture
- Do not step sideways from a ladder onto another object
- If you use a ladder to get to a roof or platform, the ladder must extend 3 feet above the landing and be secured at the top and bottom
- Do not lean a stepladder against a wall and use it as a straight ladder
- Always unfold the ladder and lock the spreaders
- Do not stand on the top two steps of a stepladder
- Set a single or extension ladder with the base one-quarter of the working ladder length away from the support
- Maintain 3-points of contact at all times
- Do not carry tools while climbing

Chemical Hazards

Employees will receive safety orientation and a copy of the Chemical Hazard Communication Plan (Appendix D) before working with hazardous chemicals. Such orientation will include, at a minimum:

- The hazardous chemicals present at work place
- How to read labels and review safety data sheets (SDSs)
- Location of the SDS file
- A list of known hazardous chemicals used in your work place
- Rules:
 1. Do not use any products from containers without the original manufacturer's label or on which a copy of the original manufacturer's label is not attached or readable.
 2. Read in full the manufacturer's label before use including use, ventilation and warnings.
 3. Use PPE such as masks, goggles, gloves, aprons, etc. when recommended by the manufacturer.

Janitorial

The following guidelines will be followed during janitorial work:

- Use appropriate gloves
- Pick up all tools and supplies
- Wear appropriate eye protection during harsh chemical use
- Be alert to potential dangers unseen inside the trash bins/bags
- Use proper lift techniques—trash bags can be heavy
- Be aware of potential dangers operating the dump truck and visiting the transfer station
- Label all containers (copy the manufacturer’s label if possible and attach)

Carpentry and Construction/Demolition

- Wear proper PPE
- Be aware of sharp tools
- Get tool safety and work procedures for each job site
- Ensure cleanliness of work sight at all times

Tractor

The John Deer 420 is a mid-sized tractor, but still considered a piece of heavy equipment capable of inflicting serious damage and injury! A “safety-first” attitude is mandatory. The operator must be physically and mentally fit, fully trained and authorized, and wear and use PPE. Fatigue, stress, medication, alcohol and drugs can detract from safe tractor operation. Take breaks. Read the operator’s manual and warning decals. Tractor operators must have received training and be physically able to operate the tractor safely.

Perform a full maintenance and safety inspection prior to starting and operating the tractor.

- Is a Roll Over Protective Structure (ROPS) in place and seat belts used?
- Is a power take-off (PTO) master shield in place?
- Is the operator’s platform clear of debris?
- Is a reflective “Slow Moving Vehicle” emblem posted?
- Are lights and flashers operational?
- Are tires properly inflated?
- No hydraulic leaks?
- Can brakes be locked together?
- Is a 20-pound “ABC” fire extinguisher in place?
- Is a fully equipped first-aid kit on the tractor?

Turn on the hazard lights and buckle up; watch out for pedestrians and traffic. Public safety is your first concern. When you’re done, shut down equipment, turn off engine, remove key and wait for moving parts to stop before dismounting equipment. Keep

bystanders and others away from tractor operation area. Don't allow "extra riders," especially children.

In summary, here are ten standard rules to remember:

1. Know your tractor, its implements and how they work.
2. Use ROPS and seat belt when applicable.
3. Be familiar with your terrain and work area; walk the area first to be sure and drive safely.
4. Never start an engine in a closed shed or garage.
5. Always keep your PTO properly shielded.
6. Keep your hitches low and always on the drawbar.
7. Never get off a moving tractor or leave it with its engine running.
8. Never refuel while the engine is running or hot.
9. Keep children off and away from your tractor and its implements at all times.
10. Never be in a hurry or take chances about anything you do with your tractor.

Lifting Safety

- Do not lift on slippery surfaces
- Test the load before doing the lift
- Get help if the load is too heavy or awkward to lift alone
- Break the load down into smaller components if possible to provide a comfortable lift
- Do not overexert!
- Make sure you have a good handhold on the load
- Don't jerk the load or speed up—lift the load in a smooth and controlled manner
- Do not twist while lifting (especially with a heavy load)—turn and take a step
- Keep the load close to your body
- Walk as close as possible to the load
- Pull the load toward you before lifting if necessary
- Avoid long forward reaches to lift over an obstruction
- Avoid bending your back backwards to loft or place items above your shoulders
- Use a step stool or platform
- Do not lift while in an awkward position
- Use a mechanical device such as a forklift, hoist, hand truck, or elevatable table whenever possible to do the lift or assist in placement of the load between the knees and waist before the lift
- Back injury claims are painful for the worker and expensive for the company
- Lift safely! Be careful, use gloves if needed

Additional Safety Rules:

These rules are in addition to specific safety rules established for specific jobs. Failure to comply with these rules will result in disciplinary action.

1. Follow established safety rules contained in this program, safety standards and training you receive.
2. Report unsafe conditions to your supervisor promptly regardless of the severity level.
3. Report all injuries to your supervisor promptly regardless of the severity level (*Employee's Report of an Injury, Illness, or Near Miss*).
4. Report all near-miss accidents to your supervisor promptly. (*Employee's Report of an Injury, Illness, or Near Miss*).
5. Always use PPE in good working condition where it is required; use when required.
6. Do not remove or defeat any safety devices or safeguard provided for employee protection.
7. Make suggestions to your supervisor, and at the monthly staff safety meeting, about changes to work practices or equipment that you believe will improve employee safety.
8. Personal Health: Allow for recuperation after medical leave, take required breaks/rest periods, adding extra rest periods after arduous duties and in extreme weather.
9. Do not act in an unsafe manner, in order to get the job done. If a necessary activity is unsafe, report it to your supervisor so it can be evaluated, and alternate methods developed.
10. Mechanical guards must always be kept in place when machinery is being operated. Do not remove or disable any safety device.
11. Employees may not operate a piece of equipment unless they have been trained and are authorized.
12. Obey all safety warning signs.
13. Working under the influence of or consumption of alcohol or illegal drugs is prohibited.
14. Smoking is only permitted outside the building 25 feet away from any entry or ventilation intake—no smoking while operating Port vehicles, machinery, or equipment.
15. Horseplay, running, and fighting are prohibited.
16. Good housekeeping is an important part of accident prevention: clean up spills immediately, replace all tools and supplies after use, do not allow scraps to accumulate where they will become a hazard.

Disciplinary Policy:

Employees are expected to use good judgment when doing their work and follow established safety rules. The following consequences apply to safety violations:

1 st Instance	Verbal warning, notation in employee file, instruction on proper actions
2 nd Instance	1-day suspension, written reprimand, and instruction on proper actions.
3 rd Instance	1-week suspension, written reprimand, instruction on proper actions.
4 th Instance	Termination of employment

An employee may be subject to immediate termination when a safety violation places the employee, co-workers, and/or others in vicinity at risk of permanent disability or death.

If An Injury Occurs:

A first aid kit is kept in the Port Office in the lunchroom and the Port Shop (Red Barn) and in each Port vehicle. The Facilities Manager shall check these kits monthly. If you are injured, promptly report it to your supervisor. In case of serious injury, do not move the injured person unless absolutely necessary. Only provide aid the level of your training. For anything more than basic first aid, including no response—CALL 911.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in the blood. *All blood and bodily fluids should be assumed to be infectious.* These diseases can both be deadly. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, gloves are strongly suggested for use if possible to prevent exposure to blood or other potentially infectious materials. An injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If an employee is exposed to blood, he/she must wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation and counseling, provision of Hepatitis B vaccine and blood testing of the source person. For further information, refer to WAC 296-823.

In Case of Fire:

An evacuation map (attached) for the Port Office is posted in the copy room. It shows the location of exits, fire extinguishers, first aid kits, and the gathering area outside (the parking lot West of the Tichenor building or the parking lot North of the office).

If you discover a fire:

- Notify another person immediately.
- Call or designate another person to call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may attempt to put it out with an appropriate fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Notify other employees and/or individuals in the area to evacuate.
- Go to the designated gathering point outside the building (the parking lot West of the Tichenor building or the parking lot North of the office).

If you are a supervisor notified of a fire in your area:

- Instruct your employees (and any bystanders) to evacuate to the designated gathering location.
- Ensure that all employees have been evacuated and accounted for from your area. Do not let anyone leave.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees and/or individuals attempting to fight the fire.
- Designate another person to notify persons in other areas to evacuate the building.
- Go to the designated gathering point and verify all your employees are accounted for.
- If an employee is missing, do not re-enter the building! Notify responding rescue/fire personnel that an employee is missing and may be in the building

Environmental Conditions: (See WAC 296-62)

Workmen subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, are likely to produce physiological responses which are harmful must be afforded protection by use of adequate controls, methods or procedures, or protective clothing. This must not be construed to apply to normal occupations under atmospheric conditions, which may be expected in the area.

This applies to all employees performing work in an outdoor environment, including both cold and heat conditions. It does not apply to incidental exposure. Incidental exposure means an employee is not required to perform a work activity outdoors for more than 15 minutes in any 60-minute period.

Employees exposed to temperatures at or above those listed in Table 1 of this section must:

- Ensure the outdoor heat exposure safety program contains, at a minimum, the following elements:
 - Procedures for providing sufficiently cool water;
 - Procedures for providing shade or other sufficient means to reduce body temperature, including the location of such means and how employees can access them;
 - Emergency response procedures for employees demonstrating signs or symptoms of heat-related illness;
 - Acclimatization methods and procedures;
 - High heat procedures; and
 - The specific method used by the employer to closely for signs and symptoms of heat-related illness (see below);
 - Ensure a copy of the outdoor heat exposure safety program is made available to employees and their authorized representatives;
 - Encourage employees to frequently consume water or other acceptable beverages to ensure hydration; and
 - Encourage and allow employees to take a preventative cool-down rest period when they feel the need to do so to protect themselves from overheating using sufficient means to reduce body temperature such as shade or other equally or more effective means.

To determine which temperature applies to each worksite, select the temperature associated with the general type of clothing or personal protective equipment (PPE) each employee is required to wear.

TABLE 1: Outdoor Temperature Action Levels

All other clothing	80°
Non-breathing clothes including vapor barrier clothing or PPE such as chemical resistant suits	52°

Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration, and taking preventative cool-down rest periods when they feel the need to do so to prevent from overheating.

See Appendix C for additional information regarding heat exposure preventative measures.

DRAFT

Appendix A



SAFETY & WELLNESS POLICY

Training Documentation

Employee's Name:

Type of Training	Date Completed	Employee Initials	Manager Initials
Safety & Wellness Policy (Accident Prevention)			
Personal Protective Equipment			
Fall Protection			
Chemical Hazard Communication Plan			
Bloodborne Pathogens Exposure Control Plan			
Accidents in the Workplace			
Protecting Your Hearing			

Appendix B

STANDARD SAFETY INSPECTION/HAZARD ASSESSMENT CHECKLIST ▪ Port of Skamania County

Circle One

Inspection Performed by: _____ Date: _____ 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

								Port Office & Workshop	Stevenson Properties	N. Bonneville Properties
Inspection Items	Y	N	N/A	Corrective Action	Corrected at time of Inspection	Date Completed				
A. Walking Surfaces										
1	Aisles are established and are kept clear (aisles and exits are free from debris - 3' minimum width clearance for walkway, 4' minimum width clearance for pallet thoroughfares and 5' minimum width in forklift aisles).					<input type="checkbox"/>				
2	No tripping hazards present					<input type="checkbox"/>				
3	Floors are even (no holes or cracks)					<input type="checkbox"/>				
4	Carpets, rugs, and mats do not present a tripping hazard					<input type="checkbox"/>				
5	Floors are kept dry, no standing water					<input type="checkbox"/>				
6	Entrance mats are available for wet weather and in place					<input type="checkbox"/>				
7	Outside walkways and stairs are in good repair					<input type="checkbox"/>				
8	Walking surfaces are non-slippery.					<input type="checkbox"/>				
B. Bookcases, Shelves, Cabinets										
1	Wall shelves were designed for intended load					<input type="checkbox"/>				
2	Shelves are not overloaded					<input type="checkbox"/>				
3	Bookcases and file cabinets are secured from tipping					<input type="checkbox"/>				
4	File drawers are kept closed when not in use					<input type="checkbox"/>				
5	Only one file drawer is opened at a time to prevent tipping					<input type="checkbox"/>				
6	Is furniture (desks, chairs, filing cabinets, etc.) in good and safe working condition?					<input type="checkbox"/>				
7	Is overhead storage used properly, to avoid unsafe situations?					<input type="checkbox"/>				
8	Are boxes, shelving units, furniture, etc. 18 inches or more away from fire sprinkler heads?					<input type="checkbox"/>				

C. Electrical Hazards										
1	Extension cords are not used as permanent wiring and/or are unplugged from wall outlet when not in use.						<input type="checkbox"/>			
2	When used, all extension cords are 3-wire type and in good condition - no splices or broken insulation are allowed.						<input type="checkbox"/>			
3	If used, multi-outlet power strips are UL listed and have circuit breakers						<input type="checkbox"/>			
4	Extension cords and power strips are plugged directly into wall outlet, not other extension cords or power strips.						<input type="checkbox"/>			
5	Equipment power cords are in good condition with no splices or broken insulation						<input type="checkbox"/>			
6	Plugs are in good condition - there are no exposed wires and the ground is not removed from 3-way plugs.						<input type="checkbox"/>			
7	All wall outlet and junction box covers are in place						<input type="checkbox"/>			
8	Electric circuit panels are kept clear (at least 36 inches open area)						<input type="checkbox"/>			
9	Electric circuits are not overloaded						<input type="checkbox"/>			
10	Wires or extension cords do not run under carpets or rugs through doorways, or placed in other traffic areas.						<input type="checkbox"/>			
11	Surge protectors are free of debris.						<input type="checkbox"/>			
D. Stairways, Ramps, Corridors, Storage Areas										
1	Lighting is adequate (including emergency lighting)						<input type="checkbox"/>			
2	Ramps have non-slip surfaces in good condition						<input type="checkbox"/>			
3	Stair treading is in good condition						<input type="checkbox"/>			
4	Stairways are kept clear and are not used for storage						<input type="checkbox"/>			
5	Handrails are in good condition						<input type="checkbox"/>			
6	Guardrails are installed (where needed)						<input type="checkbox"/>			
7	Corridors are kept clear of equipment and supplies						<input type="checkbox"/>			
8	No storage is allowed within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)						<input type="checkbox"/>			
9	Appropriate ladders are provided for high storage areas access						<input type="checkbox"/>			
E. Office Equipment										
1	Chairs are in good condition and are adjustable (if appropriate)						<input type="checkbox"/>			
2	Paper cutter is equipped with guards, the blade spring is functional, and the lock is in place when not in use						<input type="checkbox"/>			
3	Step stools are available for use, where needed						<input type="checkbox"/>			
4	Oscillating fans have guards that prevent fingers from contacting fan blades.						<input type="checkbox"/>			

F. Fire Prevention, Emergency Exits, Housekeeping										
1	Fire extinguishers are not obstructed							<input type="checkbox"/>		
2	Fire doors are not blocked; open door latches are operational and are not obstructed with tape and doors without automatic hold openers are kept closed.							<input type="checkbox"/>		
3	Exits are unobstructed and kept unlocked during normal business hours or special events							<input type="checkbox"/>		
4	Exits properly marked, exit signs illuminated							<input type="checkbox"/>		
5	Good housekeeping is practiced - liquid spills are absorbed, (especially oils), and excess paper and trash is removed							<input type="checkbox"/>		
6	Flammable/Combustible liquids are stored properly							<input type="checkbox"/>		
7	Electric space heaters are UL listed with working temperature controls and tip switches							<input type="checkbox"/>		
8	There are no holes through the walls or ceilings, and all ceiling tiles are in place.							<input type="checkbox"/>		
9	Occupancy limits are observed.							<input type="checkbox"/>		
10	The Safety Plan is readily available							<input type="checkbox"/>		
11	Safety training files are up-to-date and readily available							<input type="checkbox"/>		
12	AEDs in good working order:							<input type="checkbox"/>		
	Exp date of Pads: _____									
	Exp date of Batteries: _____									
13	Safety inspection files are available							<input type="checkbox"/>		
14	Emergency exits are clearly marked and free of debris.							<input type="checkbox"/>		
15	Emergency exit lights, if present, are fully illuminated and working.							<input type="checkbox"/>		
16	First aid kit is stocked with various sizes of bandaging supplies							<input type="checkbox"/>		
G. Facilities - General										
1	Good housekeeping is maintained in all work areas, such that no situation exists that could create a fire, egress, or earthquake hazard.							<input type="checkbox"/>		
2	Lighting fixtures are intact, and no bulbs are burned out.							<input type="checkbox"/>		
3	Trash and scrap are stored in proper waste containers.							<input type="checkbox"/>		
4	There are no spills in the area; otherwise, the affected area is cordoned off and a descriptive sign, such as "water on floor" is displayed							<input type="checkbox"/>		
5	Personal protective equipment (PPE) that is required in the area is always available and in use (safety glasses, etc.)							<input type="checkbox"/>		
6	First aid kit is stocked with various sizes of bandaging supplies							<input type="checkbox"/>		
7	Employee lounge/kitchen areas free of visual evidence of fire hazard or violation							<input type="checkbox"/>		
8	Electrical panels are labeled properly and free of defects							<input type="checkbox"/>		

9	Restroom facilities clean and sanitary						<input type="checkbox"/>				
10	Drinking fountains clean and in good working order						<input type="checkbox"/>				
11	Work areas free of rodent, insects and vermin						<input type="checkbox"/>				
12	Waste baskets emptied regularly						<input type="checkbox"/>				
13	Doors and locks in good working order						<input type="checkbox"/>				
14	No signs of weather damage or mold growth in the facility						<input type="checkbox"/>				
15	Windows are unbroken and free from any type of damage						<input type="checkbox"/>				
16	Air conditioning vents and ducts appear to be clean upon visual inspection						<input type="checkbox"/>				
17	Outside lights in good working order						<input type="checkbox"/>				
18	Exterior of the building poses no safety issues.						<input type="checkbox"/>				
19	Parking lot is free of any safety concerns (overgrown landscaping, uneven pavement, etc.)						<input type="checkbox"/>				
I. Facilities - Tools, Machinery and Workshop											
1	PPE is always available and stored appropriately						<input type="checkbox"/>				
2	Tools and equipment are in good working order.						<input type="checkbox"/>				
3	All safety guards in installed and working as designed.						<input type="checkbox"/>				
4	All moving and rotating parts of equipment are guarded to prevent physical contact.						<input type="checkbox"/>				
5	All electrical cords are in good condition with no knicks or damage to the shielding						<input type="checkbox"/>				
6	Sufficient clearance is provided around and between machines to allow for safe operation, set-up and servicing, material handling and waste removal.						<input type="checkbox"/>				
7	Ensure all compressed gas cylinders are properly secured.						<input type="checkbox"/>				
8	Pneumatic and hydraulic hoses on power-operated tools are checked for deterioration or damage.						<input type="checkbox"/>				
9	Start and stop controls are easily accessible						<input type="checkbox"/>				
10	All torch and tank valves not in use are shut off and closed.						<input type="checkbox"/>				
	Fire extinguishers are readily available						<input type="checkbox"/>				
	Combustible materials (i.e. oily rags) are stored more than 35 feet from any hot work.						<input type="checkbox"/>				
	Lighting is adequate and functioning properly						<input type="checkbox"/>				
	SDS accessible						<input type="checkbox"/>				
	Work areas free of spills						<input type="checkbox"/>				
	All exits are accessible and properly marked						<input type="checkbox"/>				
	Fire extinguisher(s) are accessible and their locations clearly designated						<input type="checkbox"/>				
	Emergency eye wash station is clean, and solution is good.						<input type="checkbox"/>				
	Storage cabinets used to hold flammable liquids, properly labeled.						<input type="checkbox"/>				
	All fall arrest equipment is in good condition						<input type="checkbox"/>				

Appendix C

Heat-related Illness:

The Port of Skamania recognizes the potential hazards of working outdoors in hot weather. Working in heat increases the risk for heat-related illness, including heat exhaustion, and life-threatening heat stroke in addition to acute kidney damage. Heat exposure can also make workers more susceptible to falls, equipment-related injuries, and other on-the-job safety hazards.

Conditions that increase susceptibility for heat-related illness include:

- a. Environmental factors such as air temperature, relative humidity, air movement, radiant heat from the sun and other sources, conductive heat sources such as the ground;
- b. Workload (light, moderate, or heavy) and work duration;
- c. Personal protective equipment and clothing worn by employees; and
- d. Personal factors such as age, medications, physical fitness, and pregnancy.

Procedures to reduce the risks of heat-related illness:

1. Cool drinking water - Water will be available that is suitably cool in temperature by the Port. Sufficient quantities will be accessible for each worker to drink at least a quart per hour at the applicable action level. A workgroup may begin a shift with a smaller quantity of drinking water when effective procedures are in place for replenishment during the shift as needed to allow employees to drink the minimum stated above.

“Drinking water” means potable water that is suitable to drink. Drinking water packaged as a consumer product and electrolyte-replenishing beverages (i.e. sports drinks) that do not contain caffeine are acceptable.

2. Access to Shade - Employees are encouraged to take advantage of break periods as needed to utilize any shade areas. Employees need to be aware of other environmental factors such as radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration and personal protective equipment worn by themselves and their co-workers.

Utilize areas in buildings, air-conditioning and other covered areas to get out of the sun and heat. The Port shall ensure that there is always enough shade for all employees on a meal or rest period to sit fully in the shade in areas close to where work is being performed.

3. Emergency response procedures
4. Acclimatization methods and procedures - Acclimatization takes 7-14 days to develop and can be lost after seven days away from working in the heat. Therefore, the Port may

adjust working hours for the safety of their employees. In the event that employees are not acclimated to the heat, close observation for 14 consecutive days will be required.

5. High heat procedures - The Port has implemented the following high-heat procedures when the temperature is at or above 90 degrees Fahrenheit, unless engineering or administrative controls (such as air-conditioning or scheduling work at cooler times of the day) are used to lower employees' exposure below 90 degrees Fahrenheit.
 1. Employees shall take at a minimum the mandatory cool-down rest periods in Table 2. The cool-down rest periods must be done in the shade or using other equally or more effective means to reduce body temperature. The mandatory cool-down period may be provided concurrently with any meal or rest period required under WAC 296-131-020 and must be paid unless taken during a meal period that is not otherwise required to be compensated. Table 2 is not in effect during emergency response operations. See WAC 296-307-09747 for further clarification.
 2. Methods of prevention may include, but are not limited to, scheduling hardest work earlier in the day, alternating heavy work with light work when possible, taking rest breaks that are adjusted for the environmental factors, frequent consumption of water (**one cup every 15 minutes**), working in the shade when possible, and any other steps as deemed appropriate by the supervisor.

Table 2

Air Temperature	Mandatory cool-down rest periods
At or above 90°F	10 minutes/2 hours
At or above 100°F	15 minutes/1 hour

6. Responding to signs and symptoms of heat-related illness:

Heat-related illnesses do not always occur in the same way—a person can go from muscle cramps straight to heat stroke quickly and without experiencing any other signs or symptoms. Heat-related illness may progress over several days. The signs and symptoms listed below are not necessarily an accurate method to assess a person's condition since response to heat varies from person to person and day to day. However, one should assume the possibility of a heat-related illness when employees are experiencing any of the signs or symptoms listed below.

Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Rash	<ul style="list-style-type: none"> ▪ Red blister-like eruptions ▪ Itching (prickly sensation) 	<ul style="list-style-type: none"> ▪ Red blister-like eruptions 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Allow the skin to dry. ▪ Monitor for infection.
Heat Cramps	<ul style="list-style-type: none"> ▪ Painful spasms 	<ul style="list-style-type: none"> ▪ Abnormal body posture - Grasping the affected area 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Drink water or a heavily diluted sports beverage (such as Gatorade). ▪ Seek medical attention if cramping is severe or does not go away.

The Port and all supervisors will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the work site and their supervisor can contact each other to report signs and symptoms of heat-related illness and get medical attention when necessary. An electronic device, such as a cellular phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

Employees showing signs or demonstrating symptoms of heat-related illness must be relieved from duty and provided with sufficient means to reduce body temperature. Examples include, but are not limited to, the provision of shaded rest areas, misting stations, or temperature-controlled environments such as an air-conditioned vehicle.

Employees experiencing signs or symptoms of heat-related illness must be carefully monitored to determine whether it is appropriate to return to work or if medical attention is necessary. When in doubt, **call 911**.

Training:

All Department Managers with employees who work outdoors when conditions meet or exceed the temperatures listed in this section are responsible for the proper training of supervisors and employees prior to outdoor work assignments at a minimum frequency of annually.

1. Employee training in the following topics will be provided to all employees who may be exposed to a heat-related illness hazard.
 - a. The environmental factors that contribute to the risk of heat-related illness;
 - b. Awareness of personal factors that may increase susceptibility to heat illness;
 - c. The importance of removing personal protective equipment that increases exposure to heat-related illness hazards during all breaks;
 - d. The importance of frequent consumption of small quantities of water;
 - e. The importance of acclimatization (the body's temporary adaptation to work in the heat that occurs as a person is exposed to it);
 - f. The different types of heat-related illness and the common signs and symptoms of heat-related illness;
 - g. The importance of immediately reporting to the person in charge, symptoms or signs of heat illness in themselves, or in co-workers; and
 - h. The procedures the reporting/responding employee must follow including appropriate emergency response procedures.
2. Supervisor training. Prior to supervising employees working in outdoor environments that meet the criteria list in 1.08.01 (A) 1, supervisors will have training on the following topics.
 - a. The information required to be provided to employees as listed above;
 - b. The procedures the supervisor is to follow to implement the applicable provisions of this section;
 - c. The procedures the supervisor is to follow when an employee exhibits signs or symptoms consistent with possible heat-related illness, including emergency response procedures; and
 - d. Procedures for moving employees to a place where they can be reached by an emergency medical service provider, if necessary.

Appendix D

Chemical Hazard Communication Program:

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. Material Safety Data Sheets (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 his or her workplaces.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her 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 list of hazardous chemicals and verifies it is correct on an annual basis. A current list of hazardous chemicals can be found at: <Z:\Facilities\Doug\facilities\safety\chemical hazard>.

Appendix E

Bloodborne Pathogen Control Plan:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 his or her 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.

10. 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.

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Appendix F

Wildfire Smoke:

Wildfire smoke presents hazards that employers and workers must recognize. Smoke from wildfires contains chemicals, gases, and fine particles that can harm health. Proper protective equipment, exposure controls, and training are needed for employees working in wildfire regions. The Port is committed to employee safety and recognizes WAC 296-820 as the defining guidance for wildfire smoke.

During wildfire smoke events, the Port will determine the current PM_{2.5} for the worksite by use of one of the following methods:

- Washington Department of Ecology website;
- Air Quality WA mobile app;
- Washington smoke information website;
- U.S. EPA Fire and Smoke Map;
- U.S. EPA AirNow website;
- U.S. EPA AirNow mobile app;
- U.S. Forest Service AirFire website; or
- Local clean air agency website.

The following table indicates the NowCast AQI values that may be used from the Washington state department of ecology, local clean air agency, or EPA to comply with this section:

CURRENT PM _{2.5}	NOWCAST AIR QUALITY INDEX FOR PM _{2.5} (AQI)
20.5 µg/m ³	69
35.5 µg/m ³	101
250.5 µg/m ³	301
500.4 µg/m ³	500
555 µg/m ³	Beyond the AQI

1. Hazard Communication:

All employees must always remain in contact with their supervisor and other Port staff. Communication may be obtained through 2-way radio or cell phone. Communication is encouraged at all levels and should be given when:

- When at least two consecutive current PM_{2.5} readings are 20.5 µg/m³ (AQI 69) or more or any of the values in the table above;
- Worsening air quality;

- Any symptoms that may potentially be related to wildfire smoke exposure including, but not limited to:
 - Respiratory:
 - Cough;
 - Difficulty breathing;
 - Wheezing;
 - Shortness of breath, particularly when accompanied by greater use of accessory muscles;
 - Asthma attack;
 - Runny nose;
 - Sore throat;
 - Sinus pain or pressure; or
 - Phlegm.
 - Cardiovascular:
 - Fast or irregular heartbeat;
 - Chest pain or discomfort;
 - Feeling weak, light-headed, faint, or dizzy; or
 - Pain or discomfort in the jaw, neck, or back.
 - Symptoms concerning for stroke:
 - Sudden numbness or weakness in the face, arm, or leg, especially on one side of the body;
 - Sudden confusion, trouble speaking, or difficulty understanding speech;
 - Sudden trouble seeing in one or both eyes;
 - Sudden trouble walking, dizziness, loss of balance, or lack of coordination; or
 - Sudden severe headache with no known cause.
 - Headache; scratchy or irritated eyes; fatigue or tiredness.

2. Exposure Symptom Response:

Employees who display any symptoms that may be related to wildfire smoke exposure will be allowed to seek medical attention or follow medical advice they have been given, with no retaliation from the Port.

Except as required in the table above of this section (and section 3 of WAC 296-820-830), while medical attention is being arranged or where medical attention is not necessary, the Port will take steps to reduce or eliminate continued exposure to wildfire smoke as appropriate to employee symptoms; intensity of exposure; and exposure controls in place, including respiratory protection.

3. Exposure Controls:

When the current PM_{2.5} is 35.5 µg/m³ (AQI 101) or more, the Port will implement effective exposure controls whenever feasible such as, but not limited to:

- Providing enclosed buildings, structures, or vehicles where the air is adequately filtered;
- Providing portable HEPA filters in enclosed areas;
- Relocating work to a location with a lower ambient air concentration of PM_{2.5};
- Changing work schedules to time with a lower ambient air concentration of PM_{2.5};
- Avoiding or reducing work that creates additional exposures to dust, fumes, or smoke;
- Reducing work intensity; and
- Providing additional rest periods.

4. Respiratory Protection:

The Port will follow the guidance set forth in WAC 296-820-840. Appropriate PPE will be disseminated to staff as required.

5. Information and Training:

The health effects and symptoms of wildfire smoke:

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. Particulate matter is a health risk whether you are exposed over a short period of time or a long period of time. The EPA has determined that particulate matter does cause, or likely causes cardiovascular disease, respiratory disease, cancer, and harm to the nervous system. In addition, particulate matter can irritate the eyes and lungs, causing eye irritation, phlegm, and persistent coughing. It can also cause difficulty breathing, reduced lung function, wheezing, bronchitis, worsening of asthma, heart failure, and early death.

Wildfire smoke can harm your health even if you cannot see or smell the smoke or do not feel any symptoms. Even healthy people can be harmed by wildfire smoke. The wildfire smoke rule is designed to limit the harm from wildfire smoke, and it is important to consider taking action to reduce your exposure to smoke whenever the rule's protections are in effect, whether or not you have symptoms. Watch for symptoms as an additional indication to reduce exposure to smoke and reduce work intensity.

Symptoms requiring immediate medical attention include, but are not limited to:

- Symptoms concerning for a heart attack, such as:
 - Chest pain or discomfort;
 - Feeling weak, light-headed, faint, or dizzy;
 - Pain or discomfort in the jaw, neck, or back;
 - Pain or discomfort in one or both arms or shoulders;
 - Shortness of breath, especially if accompanied by chest discomfort;
- Symptoms concerning for a stroke, such as:

- Sudden numbness or weakness in the face, arm, or leg, especially on one side of the body;
- Sudden confusion, trouble speaking, or difficulty understanding speech;
- Sudden trouble seeing in one or both eyes;
- Sudden trouble walking, dizziness, loss of balance, or lack of coordination;
- Sudden severe headache with no known cause;
- Wheezing, difficulty breathing, or shortness of breath, particularly when accompanied by greater use of accessory muscles;
- Asthma attacks; or
- Nausea or vomiting.

In addition to symptoms that under this rule require immediate medical attention, wildfire smoke can also cause other symptoms, many of which are described below. Even if a symptom is not mentioned here, you have the right under the wildfire smoke rule to seek medical attention or follow medical advice if you develop any symptoms you think may potentially be related to wildfire smoke exposure, regardless of their severity. Regardless of whether a symptom is serious enough to require immediate medical attention, employers covered by the wildfire smoke rule are required by WAC 296-820-830(4) to have effective provisions made in advance for prompt medical attention of employees displaying symptoms of wildfire smoke exposure. If you develop a symptom, you should follow the advice of your doctor or health care provider and seek medical attention if necessary. The Port will not retaliate against you for seeking medical attention or following medical advice you have been given.

Any changes to WAC 296-820 supersede this document and should be reviewed annually.