

Health & Safety Plan

Northwest Laborers-Employers Training Trust (NWLETT)

Safety Policy:

NWLETT is committed to providing a safe workplace environment for employees, students and visitors. The health and safety plan is designed to prevent injuries and identify and eliminating hazards that may develop during the course of time. Safety is a team effort working together to ensure all NWLETT facilities are safe and healthy workplaces.

NWLETT will assume that no task is so important that an employee or student must violate a safety rule or take the risk of injury or illness in order to get the job done.

Employees are required to comply with all NWLETT safety rules and are encouraged to actively participate in identifying processes to make the workplace a safer environment.

Supervisors are responsible for the safety of their employees and students and as part of their daily duties will check the workplace environment for unsafe conditions, observe employees and students for unsafe actions and take prompt action to eliminate hazards.

The Training Director will devote the resources necessary to form a safety committee composed of management and delegated employees. NWLETT will develop a system for identifying and rectifying hazards. NWLETT will plan for foreseeable emergencies. NWLETT will provide initial and ongoing training for employees and supervisors and establish a disciplinary policy to ensure safety policies are understood and followed.

General Responsibilities:

Training Director Responsibilities:

- Ensure a safety committee is formed and is performing its responsibilities as described in this plan.
- Ensure sufficient employee time, supervisor support and funds are budgeted for safety equipment, training and to perform the duties of the safety plan.
- Evaluate supervisors each year to make sure they are performing their responsibilities as described in this plan.
- Ensure incidents are fully investigated and corrective action is taken to prevent the hazardous conditions or behaviors from reoccurring.
- Ensure a record of injuries and illnesses is maintained and posted as described in this plan.
- Set a good example by following established safety rules and attending required training sessions.
- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed and the solution will be assigned appropriately.

Supervisor Responsibilities:

- Ensure each employee you supervise has received an initial orientation before beginning work.
- Ensure each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.

- Ensure each employee receives required personal protection equipment (PPE) before starting work on a project requiring PPE.
- Perform a daily walk-around safety-check of the work area. Promptly rectify any hazards. Observe the employees you supervise working. Promptly correct unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- Set a good example for employees by following safety rules and attending required training sessions.
- Investigate all incidents in your area and report your findings to management.
- Speak to management regarding changes to work practices or equipment that will improve employee safety. E-mail or text suggestions to the appropriate supervisor and safety committee members. Follow up with regular discussions with management and the safety committee and support recommendations or suggestions with personal observations, with pictures or video, appropriate regulations and/or equipment manufacture's documentation.

Employee Responsibilities:

- Follow safety rules described in this plan, WISHA safety standards and training you receive.
- Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
- Report all injuries to your supervisor promptly regardless of how serious or minor.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protection equipment (PPE) in good working condition where it is required.
- Do not remove or defeat any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to utilize safe work practices on the job.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

Safety Committee:

The NWLETT safety committee will facilitate employees and management in working together to identify safety issues, develop solutions, review incident reports and evaluate the effectiveness of the safety program. The committee is comprised of management designated representatives and one employee-elected or volunteer from administration, hospitality/maintenance and instruction areas of NWLETT.

Employees in each division will elect from among themselves a representative to serve on the safety committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a meeting called for that purpose. If there is more than one volunteer or nomination, a paper ballot will be used to elect the representative.

Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy, an election will be held before the next scheduled committee meeting to fill the balance of the term.

In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.

A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method used to fill a vacancy for a representative will be used to select a replacement.

In addition to the committee responsibilities explained above, duties of the safety committee members will include:

- A monthly self-inspection of the area they represent.
- Communicating safety issues with the employees they represent.
- Encourage safe work practices among co-workers.

Committee meetings will take place on the first Friday of each month in the dining hall and commence at 2:30pm. The regular meeting schedule may be changed by vote of the committee.

A committee member will be designated each month to record meeting minutes on the minutes form. A copy will be posted on the employee bulletin board after each meeting and documented on the intranet. Minutes will be posted for a period of one month and archived for a period of one year.

Safety issues addressed by the committee will also be addressed at appropriate staff meetings by a committee member or a designated staff member and a record of training or correction will be kept on file if appropriate.

Workplace Inspections:

NWLETT management and the safety committee will regularly inspect all facilities and work areas for hazards according to the following procedures. Instructors will also evaluate training areas prior to exposing students to training areas.

Annual Site Survey:

Once per year an inspection team comprised of safety committee members will perform a wall-to-wall inspection of all training locations and facilities. They will record any safety hazards or potential safety hazards. Inspection results will be used to eliminate or control hazards, target specific work areas for further investigation, assist in revising the checklists used during regular monthly safety inspections and serve as input for the annual review of accident prevention effectiveness.

Periodic Change Survey:

Management will assign a supervisor or form a team to assess any changes incorporated in the process of identifying safety issues. Changes include new equipment, changes to production processes or a change to a building structure. A team is comprised of maintenance, administration, production and safety committee representatives and 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.

Monthly Safety Inspections:

Each month, before the regularly scheduled safety committee meeting, committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will speak with co-workers about their safety concerns. Committee members will report any hazards or

issues to the whole committee for consideration. The results of the area inspections and any action taken will be posted in the affected area. Committee representatives may agree to inspect other member areas rather than their own to yield a fresh pair of eyes in identifying potential hazards.

Reporting Accidents, Illness and Incidents:

NWLETT employees are required to promptly report injury or illness, regardless of seriousness, to their supervisor within 24 hours. A separate form for employees will be used to record the accident or illness and will be kept on file, for a period of five years, in the administration office. NWLETT will carry general liability and worker's compensation insurance for all employees and visitors.

NWLETT registered apprenticeship students are required to promptly report injury or illness, regardless of seriousness, to their instructor. A separate form for students will be used to record the accident or illness and will be kept on file, for a period of five years, in the administration office. Washington State Labor and Industries requires an Instructor's report of all apprenticeship accidents. NWLETT will carry general liability and worker's compensation insurance for all non-apprenticeship students. Worker's compensation insurance for registered apprenticeship students will be filed through the Washington State Labor and Industries Department.

The NWLETT program in Utah provides worker's compensation insurance through the Utah Labor Commission, Industrial Accidents Division.

Report Forms of accidents and Illness will be forwarded to the Training Director or Assistant Training Director.

An incident, in contrast to an accident, is a happening or an event that takes place which attracts the attention of people. An incident does not involve bodily injury or casualty. An incident, which can be subjective, will be recorded on the Incident Log and kept in the administration office. Incident logs will be kept on file for a period of five years.

Accident Investigations:

In the event of a serious accident, it is the responsibility of the competent individuals who witness the accident to take action immediately, summon emergency response, ensure the incident area is absent of potential hazards and administer first aid as required. It is imperative the incident area is not disturbed except to aid in rescue/first aid or make the scene safe.

If a fatality occurs on any NWLETT facility or hospitalization occurs to an employee, student or visitor, the Training Director or Assistant Training Director will notify Washington State Labor and Industries within eight hours of the accident and within 24 hours of any accident that leads to amputation or loss of an eye(s). The Training Director or Assistant Training Director will submit the required Labor and Industry report forms including the employer name, location, time of the accident, number of employees involved, the extent of injury or illness, a description of the accident and the name and phone number of a designated contact person in charge.

An accident which results in a fatality or serious injury, a investigation will begin immediately and will be conducted by the immediate supervisor of the injured person(s), a person designated

by management, a member of the safety committee and any other person(s) whose expertise would assist the investigation.

The investigation team will collect written statements from witnesses and photograph or record video of the accident scene and equipment involved. The team will also document the condition of equipment involved and any other details within the work area that may be relevant as soon as possible. The team will create a written Incident Investigation Report of its findings. The report will include a sequence of events leading up to the accident, conclusions regarding the accident and recommendations to prevent such accidents from occurring in the future. The report will be delivered to management and reviewed by the safety committee at its regularly scheduled meeting.

When a supervisor becomes aware of an employee, student or visitor injury where the injury was not serious enough to warrant an investigation, the supervisor will submit an Accident Report Form, for either employees or students, and forward these documents to the Training Director or Assistant Training Director.

Whenever a potential accident could occur that could have caused injury or serious injury to an employee, student or visitor, referred to as a near miss, the potential accident will be investigated by the supervisor or a designated team depending upon the seriousness of the potential injury. The Accident Report form, for either employees or students, will be used to record the details of the near-miss incident and submitted to the Training Director or Assistant Training Director.

All Incident Investigation Reports and Employee Injury/Illness Reports will be kept on file and archived for a period of five years or as required by local and state law.

Hazard Identification:

A hazard identification system is a list of all hazards in the different work areas and ways to control these hazards. Hazard analysis involves examination of work tasks and to identify where potential injury could occur.

As part of an on-going safety program, the use of a Job Hazard Analysis Form may be used to assist in the identification of potential hazards. The analysis will be done by a supervisor, committee member or a designated team. The procedure(s) necessary to complete a job or task may be changed in order to eliminate or control potential hazards. An analysis will be employed to determine if a job or task will require the use of PPE. If such changes are implemented, employees will be trained accordingly. Analysis results will be reported to the safety committee and archived.

Every job or task at all NWLETT facilities will be analyzed at least once every two years, whenever there is a change in job or task procedures or if an injury occurs. Hazard analysis conducted by a supervisor, safety committee member or designated team will document the nature of the hazard and control measures required to reduce or eliminate such hazards.

Work Procedures:

NWLETT will conform to the requirements of Washington State safety standards where there are specific rules about a hazard or potential hazard. NWLETT will design facilities and equipment to eliminate employee and student exposure to hazards. Where engineering controls are not

possible to eliminate hazards, NWLETT will write work rules to effectively mitigate employee and student exposure to such hazards.

The following basic safety rules have been established to ensure employee and student safety. These rules are in addition to safety rules that must be followed when performing particular tasks or operating certain equipment. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe or you don't feel safe, report this to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery. Any equipment needing or missing guards will be tagged and reported to the supervisor for correction.
- Never operate any equipment unless you have been trained and are authorized.
- Use your PPE whenever it is required.
- Obey all safety-warning signs.
- Working under the influence of alcohol, marijuana or illegal drugs or using them at work is prohibited.
- Smoking is only permitted outside the building at least 25 feet away from any entry or ventilation intake.
- Smoking is not permitted in any trust vehicle or equipment.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately and report if necessary to your supervisor, training director or assistant training director.
- Replace all tools and supplies after use to the appropriate storage area in a clean, ready to use condition.
- Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

NWLETT has established safety rules and PPE requirements based on a hazard assessment for each of the following tasks:

- Work in or pass through any production area, for example; active training areas or maintenance operations.
- Work with Bench Grinders.
- Work with Ladders.
- Lifting Tasks.

All NWLETT facilities will have machinery and equipment inspected and/or serviced on a routine basis. A maintenance history of all machinery and equipment will be maintained and kept on file for the entire lifecycle. Equipment and machinery will include but not limited to the following:

- Forklifts
- Boom Trucks
- Excavators
- Skid Steers
- Back Hoes
- Breathing Air Compressor (Kingston)

The maintenance of vehicles used for transportation and towing will be managed and tracked by the Assistant Training Director and designated maintenance staff.

First Aid Stations & Supplies:

Each training facility is required to stock and maintain a first aid kit. These sites include Satsop, Des Moines, Pasco, Spokane and Utah. The site coordinators are responsible to ensure their first aid kits are fully stocked and supplies are current and up-to-date. Instructors are also responsible to ensure the kits are in proper order prior to conducting classes.

Each classroom at the Kingston facility is required to stock and maintain a first aid kit. A designated Kingston staff member is responsible to ensure each kit is properly supplied and current. Instructors are also responsible to ensure first aid kits are in proper order prior to conducting classes.

Training & Orientation:

Training is a required component at all NWLETT facilities for the express purpose of creating a safe place to work. All employees will be trained before they start any job or task requiring training. A designated training coordinator will be responsible to verify newly hired employee's have received an initial orientation by his or her supervisor and has subsequently received any training necessary to conduct their job duties safely and that all training is documented and kept in the employee's record. The training coordinator will also ensure course outlines and materials are available for every training session.

All new hires must attend basic safety orientation and will be given by the employee's supervisor.

NWLETT will offer safety training for the following topics for all newly hired employees and on an annual basis for all employees:

- Safe Lifting – Employees lifting more than 20 pounds.
- Chemical Hazards (General) – All employees.
- Chemical Hazards (Specific) – Employees exposed to a particular hazard.
- Fire Extinguisher Safety – All employees.
- Respirators – Employees who will use respirators.
- Forklifts – Employees who will operate forklifts.
- Lockout/Tagout (Awareness) – All Employees.
- Lockout/Tagout (Advanced) – Employees who will service equipment.
- Welding – Employees who will utilize arc welders.
- Excavators – Employees who operate.
- Dozers – Employees who operate.
- Skid Steers – Employees who operate.
- Back Hoes – Employees who operate.
- Breathing Air Compressor – Employees who will utilize compressed air for instruction.
- First Aid – All instructors and designated staff.

All employees and students will sign documentation confirming the receipt of proper training and will be filed in the employee's record.

Employees are required to attend monthly safety meetings held on a date and time to be announced by the Training Director or Assistant Training Director. These meetings are a collaboration of management, safety committee members and employees to identify safety issues, unpack and discuss incident reports and initiate solutions to rectify safety issues on an on-going basis.

Records & Statistics:

NWLETT will ensure that all health and safety records, required by the Occupational Safety and Health Administration and Washington State Labor and Industries are kept for reference purposes and on-site auditing. NWLETT will also maintain records that may be defined through the hazard/risk assessment process for on-site auditing purposes. NWLETT will ensure all injury, illness and incident reports and training records are kept on file for a period of five years.

Monitoring the Plan:

NWLETT management and the safety committee will meet on an annual basis and review the effectiveness of this plan. Changes or modifications to this plan will be the responsibility of the safety committee. Documentation updates will be reviewed and authorized by management. The safety committee will communicate changes of the safety plan to all employees at the next scheduled monthly safety meeting.

Appendix A – Employee Injury or Illness Report Form

ACCIDENT REPORT FORM
Employees of the
Northwest Laborers-Employers Training Program

EMPLOYEE NAME: _____

DATE OF ACCIDENT:

TIME OF ACCIDENT:

WHERE DID THE ACCIDENT OCCUR?

WHAT PART OF YOUR BODY WAS INJURED?

HOW DID IT HAPPEN (Please be Specific)?

DID YOU RECEIVE MEDICAL ATTENTION? _____

DID YOU FILL OUT AN L & I FORM? _____

IF YOU HAVE ANY WITNESSES, PLEASE NAME THEM:

Your Signature

Date & Time Reported to Management

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Appendix B – Student Injury or Illness Report Form
Northwest Laborers-Employers Training Program
Accident Report

Instructors: When taking a student to an emergency center or the hospital please complete the following report.

Date of report: _____ Site (circle one): Kingston Pasco Satsop Spokane Utah

Student's name: _____

Local Union # and Union list: _____

Student's class: _____

Date accident occurred: _____ Time of accident: _____

Give description of accident as to where and how; be specific:

Names of witnesses:

Did you administer First Aid: Yes _____ No _____

Was student able to continue with class: Yes _____ No _____

Write down the name of the doctor or clinic if student was taken offsite for emergency care:

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- If the student is an apprentice, let the doctor or clinic know that a Labor and Industries (WA) or Department of Labor (UT) form needs to be filled out by the attending physician!
- If not an apprentice, be sure to have the student sign below.

Student's signature:

Instructor's signature:

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