

The Machinists Institute Accident Prevention Program (APP)

Contact Information

Training Site *[Location]*

Site Safety Coordinator *[Name & Contact Details]*

MI Training Director *[Name & Contact Details]*

Document Information

Date *[Date of Signature]*

Approved By *[Signed by Site Safety Coordinator]*

[Signed by MI Training Director]

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Safety Policy

The Machinists Institute (MI) is committed to providing a safe workplace for employees and a safe learning environment for students. Our organization has developed this program for injury prevention to involve all parties (management, apprentices, students, instructors and other staff) in identifying and eliminating hazards that may develop during our work process.

- It is the fundamental safety policy of this organization that no task is so important that anyone should need to violate a safety rule or take a risk of injury or illness in order to get the job done.
- All parties are required to comply with all safety rules and are encouraged to actively participate in identifying ways to establish a safer place to work.
- Management will do its part by providing the necessary resources to form a Safety Committee composed of representatives of all parties.
- The Safety Committee will develop a system for identifying and correcting hazards and plan for foreseeable emergencies.
- Initial and ongoing training for all parties will be provided and a disciplinary policy will be established to ensure that all safety policies are followed.

Program Participant Responsibilities

Training Director

1. Ensure that a Safety Committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time and funds are made available to develop and carry out the requirements of the safety program.
3. Evaluate members of the Safety Committee each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action is taken to prevent hazardous conditions or behaviors from reoccurring.
5. Set a good example by following established safety rules and attending required training.
6. Report unsafe practices or conditions to Safety Committee members.

Site Safety Coordinator

1. Represent the training site on the Safety Committee.
2. Communicate changes to policies and procedures to parties at the training site.
3. Ensure that incidents at the training site are fully investigated and corrective action is taken to prevent hazardous conditions or behaviors from reoccurring.
4. Set a good example by following established safety rules and attending required training.
5. Report unsafe practices or conditions to Safety Committee members.

Safety Committee Member

1. Ensure that newly hired managers, instructors and other staff as well as apprentices and students receive an initial safety orientation.
2. Ensure that personal protective equipment (PPE) is available to all parties prior to the start of projects requiring PPE.
3. Carry out quarterly walk-around safety checks of the training site. Promptly correct any hazards and report findings to the Training Director using the Building Safety Inspection Form and Fire Extinguisher/AED checklist.
4. Observe employees, apprentices, students, instructors and other staff working around you. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. If needed, document unsafe behavior using the Safety Violation Warning Notice form.
5. Set a good example by following safety rules and attending all required training.

6. Inform the Training Director about potential changes to work practices or equipment that would improve safety.

Employees, Apprentices, Students, Instructors and Other Staff

1. Follow safety rules described in this program, WISHA (Washington Industrial Health and Safety Act) safety standards and any safety training you have received.
2. Promptly report unsafe conditions, actions, near-miss incidents, or injuries to a Safety Committee representative, the Site Safety Coordinator, or the Training Director.
3. Always use personal protective equipment (PPE) in good working condition where it is required.
4. Do not remove or circumvent any safety device or safeguard.
5. Encourage co-workers by your words and example to use safe work practices on the job.
6. Make suggestions about changes you believe will improve employee safety to a Safety Committee representative, the Site Safety Coordinator, or the Training Director.

In accordance with

CHAPTER: 49.04 RCW and 296-05 WAC

MI will adhere to the following policy:

Registered apprenticeship programs that use facilities to conduct RSI classes, shall request a safety and health consultation by DOSH (Division of Safety and Health) on a biennial basis (one every two years), as directed by the Washington State Apprenticeship and Training Council.

Furthermore, any time an apprentice has a recordable incident during unpaid, supervised RSI, which results in an industrial insurance claim, a DOSH Safety and Health Consultant will be notified and asked to evaluate the occurrence.

All required forms (See attachment A) will be completed per policy.

Program Implementation

Safety Committee

MI has formed a Safety Committee to help all parties work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our accident prevention program. The MI administration will nominate representatives to serve on the on the Safety Committee including administrative staff and instructional staff. The Training Director will appoint each member of the Safety Committee.

Employee Safety Meetings

All employees are required to participate in scheduled safety meetings and/or read and acknowledge electronically distributed monthly, safety reminders. A copy of the safety meeting agenda/topics will be available online. Meeting minutes, safety reminders, lists of attendees and electronic acknowledgements will be kept on file for a minimum of one year.

Hazard Recognition, Record Keeping and Review

All parties are required to report any injury, work related illness or “near miss” events to a Safety Committee representative, the Site Safety Coordinator, or the Training Director regardless of how serious they may appear to be.

On receipt of a report, the Safety Committee Member or the Training Director will:

1. Investigate a serious injury or illness and complete an Incident Investigation Report Form.
2. Ensure that the following forms are completed and originals provided to the Training Director to be processed as needed and kept on file:
 - Employee’s Report of Injury Form.
 - Instructor Report of Accident/Incident Form
 - Incident Investigation Report Form
3. On receipt of the forms, the Training Director will follow the documentation procedures for injury or illness (for major injuries) as described in this program.

Injury or Illness on the Job

Procedure

1. Supervise and administer first aid as appropriate (Good Samaritan Law applies).
2. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury. Accompany the injured person(s) if appropriate.
3. Notify a Safety Committee representative, the Site Safety Coordinator, or the Training Director if not already present.
4. Do not move anything unless necessary, pending investigation of the incident.
5. Remain with the injured person until relieved by other authorized persons (management, EMT, doctor, etc.).
6. When the injured person's immediate family is known, management or a supervisor should properly notify family members or have an appropriate person do so.

Documentation – Minor Injuries

- A minor injury is an injury which requires doctor or outpatient care
- After immediate care has been provided, an inquiry of the incident will be conducted by the immediate supervisor assisted by any witnesses to determine the cause.
- An apprentice must be given Notice to Attending Physician of Apprentice Form to provide to hospital Intake personnel upon their arrival for treatment.
- The immediate supervisor must document the findings on Instructor Report of Accident/Incident Form.

Documentation – Major Injuries

- A major injury is a fatality, or one or more hospitalizations.
- The Training Director must ensure that the Department of Labor and Industries is notified as soon as possible, but at least within 8 hours of the incident. Call or contact in person the nearest office of the Department or call the OSHA toll free central number (1-800-321-6742).
- An apprentice must be given Notice to Attending Physician of Apprentice Form to provide to hospital Intake personnel upon their arrival for treatment.
- The immediate supervisor must document the findings on the Instructor Report of Accident/Incident.

Documentation – Near Misses

- All near-miss incidents (close calls) must be investigated.

- Document the finding on the Employee's Report of Injury Form and provide a copy to the Training Director.
- Review the findings at the next Safety Committee meeting, or sooner if the situation warrants.

Basic Rules for Accident Investigation

The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings. The following guidelines should be followed:

1. Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment. Be careful not to actually repeat the act that caused the injury.
3. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
4. Consider taking signed statements in cases where facts are unclear or there might be an element of controversy.
5. Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
6. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc.), not just the injury.
7. How will you prevent such incidents in the future? Every investigation should include an action plan.
8. If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

Safety Inspection Procedures

The Machinists Institute is committed to identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the Safety Committee will regularly check the workplace for hazards.

Each quarter during the months of March, June, September and December, an inspection team made up of the members of the Safety Committee, the Site Safety Coordinator and/or the Training Director will do a walk-through inspection of the training site.

Using the Building Safety Inspection Form and the Fire Extinguisher/AED Inspection Form, they will document any safety hazards or potential hazards they find.

The results of this inspection will be used to eliminate or control obvious hazards, assist in the revision of safety checklists and forms and as part of the annual review of the effectiveness of the Accident Prevention Program.

Hazard Communication Program

Employees must be made aware of where hazardous chemicals are used in their work areas. Therefore, the following hazard communication program has been established.

Hazard Determination

The MI will rely on (SDS) Safety Data Sheets obtained from product suppliers to meet hazard determination requirements. The definition of "hazardous chemicals" as given by OSHA is "any chemical which is a physical hazard or health hazard".

Chemical physical hazard characteristics include substances which are:

- combustible
- compressed gases
- explosive
- flammable
- organic peroxides
- oxidizers
- pyrophoric
- unstable (reactive) or water reactive

Chemical health hazard includes substances which are:

- toxic or highly toxic
- irritants
- sensitizers
- carcinogens

as well as those which target organs.

Labeling

Employees responsible for procurement of material containers entering the workplace are responsible for identifying and ensuring proper labeling. All labels shall be checked for:

- Identity of the material
- Appropriate hazard warning for the material
- Name and address of the responsible party (if the container is received from the manufacturer, distributor, or importer)

Safety Data Sheets (SDSs)

A designated member of the Safety Committee will be responsible for compiling and maintaining the master SDS file. The file will be maintained and copies of the master SDS binders will be available for review at each training site.

Employee Information and Training

The administrative representative of the Safety Committee shall maintain records of employee hazard communication training, including attendance rosters and email receipts of training acknowledgement.

All new employees, apprentices, students, instructors and other staff will review the requirements of the Hazardous Communication Standards PowerPoint.

In lab or classroom areas where Instructor projects may subject students or employees to the presence or release of hazardous chemicals in the work area, the instructor will review the following information prior to the start of such projects:

- The location of the hazard communication program (the Accident Prevention Program)
- The location of the Safety Data Sheets (SDSs) at the training site.
- Where and how hazardous chemicals are used at the training site, and the labeling system used
- Measures to be taken by employees, apprentices, students, instructors and other staff to protect themselves from these hazards

All employees, apprentices, students, instructors and other staff are to be informed that:

- The MI is prohibited from discharging, or discriminating against, an employee or student who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace
- Before any new physical or health hazard is introduced into the workplace or lab, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training in a specific lab/classroom setting

Third Parties

If the MI exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

- The hazardous chemicals they may encounter.
- Measures their employees can take to control or eliminate exposure to the hazardous chemicals.
- The container labeling system used on-site.
- Where applicable SDSs can be reviewed or obtained.

Our employees, apprentices, students, instructors and other staff may potentially be exposed to hazardous chemicals brought on to our site by another employer. When this occurs, the coordinating manager for such projects will obtain from that employer information about the chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

Disciplinary Policy

All parties (employees, apprentices, students, instructors and other staff) are expected to use good judgment when doing their work and to follow established safety rules.

We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The Training Director will oversee the following consequences to any violation of the safety rules.

- First violation - Verbal warning, notation in employee file, and instruction on proper actions
- Second violation - Written reprimand, and instruction on proper actions
- Third violation - Termination of employment/expulsion from training course

An employee, apprentice, student, instructor or other staff member may be subject to immediate termination when a safety violation places the someone at risk of permanent disability or death.

Emergency Planning

In Case of Fire

An evacuation map for the training site will be posted near the doors at the training site. It will show the location of exits, fire extinguishers, first aid kits, AED equipment, SDS information and Emergency Assembly Area (EEA).

Employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted at least annually.

If you discover a fire:

1. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
2. If the fire grows or there is thick smoke, do not continue to fight the fire. Pull on the fire alarm pull station handle and evacuate the building.
3. Go to the designated Emergency Assembly Area (EEA) outside the building.

If you are notified of a fire in your area:

1. Tell others to evacuate to the designated assembly location. If you are an instructor, upon leaving your classroom or lab, take your student sign-in roster with you.
2. Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate anyone trying to fight the fire.
3. Pull on the fire alarm pull station handle and evacuate the training site. DO NOT silence the building's fire alarm.
4. Go to the designated Emergency Assembly Area (EEA).
5. If you are an instructor, check that all your students are accounted for. If anyone (employees, apprentices, students, instructors or other staff) is missing, do not re-enter the building! Notify the responding fire personnel that someone is missing and may be in the building.

In Case of Earthquake

In the event of an earthquake:

If you are inside a building:

1. Brace yourself in an inside corner away from windows.
2. Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
3. Watch for falling objects - plaster, bricks, light fixtures, pots and pans, etc.
4. Stay away from tall shelves, cabinets and other furniture, which might slide or topple over.
5. Stay away from windows, glass doors and mirrors.
6. Grab anything handy (coat, pillow, tablecloth, newspapers, box, etc.) to shield your head and face from failing debris and splinting glass.
7. Don't be alarmed if the fire alarm or sprinklers go off.

8. Do Not Rush Outside. Stay on the same floor that you are on. Stairways may be broken and exits jammed with people. Do not use elevators as the power for elevators may go out and leave you trapped. The greatest danger from falling debris is just outside door-ways and close to outer walls.

If you are outside the building:

1. If you are outside, stay there.
2. Move away from the building, garage, walls, power poles and lampposts. Electric power lines are a serious hazard - stay away from fallen lines.
3. If possible, proceed cautiously to an open area.

If you are on the road:

1. Drive away from underpasses/overpasses.
2. Stop in a safe, open area.
3. Stay in the vehicle.

Once the earthquake has subsided:

1. When the shaking stops, Instructors are to check for damage and available evacuation routes then begin an evacuation of their area to the Emergency Assembly Area (EEA).
2. Evacuation should proceed as quickly as possible since there may be aftershocks.
3. Instructors must account for each student in their group as quickly as possible. If possible, upon leaving your classroom or lab, take your student sign-in roster with you.
4. First aid certified employees should make a quick check for injured and trapped people and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
5. Do not re-enter the building once evacuation is complete.
6. If available, turn on a radio and listen for public safety instructions.

Bloodborne Pathogens

AIDS/HIV and Hepatitis B are the primary infectious diseases of concern in blood, and these diseases can both be deadly. All blood should be assumed to be infectious.

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, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The 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 you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a Safety Committee representative, the Site Safety Coordinator, or the Training Director.

Safety and Health Training

Training is an essential part of our Accident Prevention Plan. All management, apprentices, students, instructors and other staff will receive the training needed to work within a lab setting or to do their job safely. The following courses are provided.

Initial Safety Orientation (Mandatory)

1. **Orientation Discussion**
Presented by a Safety Committee representative, the Site Safety Coordinator, or the Training Director. Topics include:
 - Review of safety forms
 - Location of first aid and emergency medical services
 - Location of building exits, first aid kits, personal protective equipment, lab safety binders, SDS binders and AED equipment.
 - Line of communication and responsibilities for reporting injuries.

2. **Read APP and Associated Documents**
Topics include:
 - Basic Safety Rules
 - Job Related Safety Rules
 - Hazard Communication Program
 - Lock-Out, Tag-Out procedures
 - Additional Safety Training

3. **Orientation PowerPoint**
Topics include:
 - Proper use of fire extinguishers
 - Globally Harmonized System of Classification and Labeling of Chemicals
 - Ladder Safety in Construction
 - Lifting Hazards

Additional Safety Training

1. Forklift Training Certification - Every 3 years, Forklift instructors will be recertified as forklift trainers. All other employees who operate a forklift must have site-specific training/evaluation for forklift operation specific to the equipment being used. Required evaluation includes observation for competent forklift operation every 3 years.

A Forklift Operator's check-list will be used prior to daily forklift operation.

2. Lock-Out, Tag-Out Training - Annual review and sign-off on LOTO program. This will be part of an annual safety topic.
3. First Aid/ CPR/AED - Instructors are required to have an active First, Aid/CPR card.

Basic Safety Rules

The following basic safety rules have been established to help make each MI training site a safe and efficient place to study and work. These rules are in addition to safety rules that must be followed when doing particular jobs 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, report it to a Safety Committee representative, the Site Safety Coordinator, or the Training Director. 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.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Job Related Safety Rules

When Working In, or Passing Through Labs or Workshops

Required PPE:

Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

Work Rules:

Do not distract or talk with employees when they are using power tools.

When Working with Ladders

Required PPE:

Full body harness when working at greater than 25' and both hands must be used to do the job.

Work Rules:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not 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 at 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 except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

Lifting Tasks

Required PPE:

- Leather gloves – for sharp objects or surfaces
- Safety shoes in labs and shipping areas (to be supplied by the employee) must be in good condition and be marked "ANSI Z41 C - 75"

Work Rules:

- 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.
- Do not 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 the body. Walk as close as possible to the load. Pull the load towards 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 shoulder. 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 elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

Lock-Out, Tag-Out Procedure

Step 1 PREPARE

- 1. Identify the energy source ... Circuit Breaker, Disconnect Switch, etc.**
- 2. Determine the voltage and/or amperage rating of the source.**
- 3. Identify the isolation point. ... where are you going to put your lock and tag?**
- 4. Get all of the LOTO materials ready.**
 - a. Lock
 - b. Tag
 - c. Voltage Tester - (Must be of the Appropriate Category Rating)
 - d. PPE
 1. Ear Plugs [NFPA-70E 130.7(C)(5)] (must use ear canal insert type)
 2. Safety Glasses [NFPA-70E 130.7(C)(4), 130.7(C)(10)(c)]
 3. Balaclava [NFPA-70E 130.7(C)(3), 130.7(C)(10)(b)(1)] (Required for hazard risk category 1 or use an arc-rated hood)
 4. Helmet w/face shield [NFPA-70E 130.7(C), 130.7(C)(10)(c)] (Make sure the face shield is arc-rated)
 5. Hand Protection [NFPA-70E 130.7(C)(5), 130.7(C)(10)(b)(1) & (2)]
(Rated rubber gloves for the level of voltage available & Leather gloves to protect the rubber gloves)

5. Put Your PPE On

Step 2 SHUT DOWN

If possible, de-energize the downstream loads ... Panels, Circuit Breakers, Disconnect Switches, etc.

Step 3 ISOLATE

Face disconnect switch you are intending to lock out and turn it off.

Step 4 APPLY

- 1. Install the lock and tag onto disconnect switch.**
- 2. Verify that the switch handle or the breaker handle will not operate**

Step 5 CONTROL

Control all circuits, stored energy sources, etc.

Step 6 VERIFY

- 1. Test your voltage tester on a known live source ... Verify your tester at a readily available receptacle. The line side of your disconnect or panel board may be a good place to test your voltage tester if a receptacle is not readily available.**
- 2. Test de-energized, locked and tagged out disconnect for the absence of voltage.**

Check the load side.

 - Check from A ϕ to ground, B ϕ to ground, C ϕ to ground, A ϕ to B ϕ , B ϕ to C ϕ , C ϕ to A ϕ , A ϕ to neutral, B ϕ to neutral, C ϕ to neutral and neutral to ground.
- 3. Retest your voltmeter on a known live source for proper operation.**
- 4. After testing for the absence of voltage, close the door to the disconnect switch, the panel or the energy source if possible.**

Safety Orientation

Employee Name: _____

Position: _____

Trainer: _____

Today's Date: _____

NOTE TO EMPLOYEES: Do not sign unless you have reviewed ALL items are covered and ALL questions are satisfactorily answered.

The signature below documents that:

1. I have reviewed and understand the safety orientation discussion items as listed.
2. I have read and understand the content of the PSEJATC Accident Prevention Program manual and associated documents.
3. I have watched all safety PowerPoint presentations as listed.

Date: _____ Supervisor's signature: _____

Date: _____ Employee's signature: _____

Orientation Discussion

- Review of safety forms (Appendix).
- Location of first aid and emergency medical services
- Location of building exits, first aid kits, personal protective equipment, safety binders and AED equipment.
- Line of communication and responsibilities for reporting injuries.

Read APP Manual and Associated Documents

- Basic Safety Rules
- Job Related Safety Rules
- Hazard Communication Program
- Lock-Out, Tag-Out procedures
- Additional Safety Training

PowerPoint

- Proper use of fire extinguishers
- Globally Harmonized System of Classification and Labeling of Chemicals
- Ladder Safety in Construction
- Lifting Hazards

Addendum – Site-Specific Policies and Procedures

To include at least the following:

- Contact details for the Site Safety Coordinator
- Map of the training site showing the locations of exits, fire alarms, fire extinguishers, emergency assembly area (EEA), eye-wash stations, first aid kits, safety data sheets ...
- Any site-specific safety instructions

Attachment A

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



**NOTICE TO ATTENDING PHYSICIAN
OF APPRENTICE/OJT
ACCIDENT/INCIDENT**

To: Attending Physician

From: Sponsor Representative

Re:

Name of Registered Apprentice/OJT	Registered Apprentice/OJT Registration Number

Your patient is currently registered with the Washington State Apprenticeship and Training Council.

Should a claim be filed with the Department of Labor and Industries as a result of an accident/incident to the individual during Related Supplemental Instruction (RSI), please ensure that the employer is identified as:

Washington State Apprenticeship and Training Council

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530

Please attach this form to the Accident Report - Report of Industrial Injury or Occupational Disease (F242-130-000). Forward the employer's portion of this to the above address.

Date	Signature of Sponsor Representative
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