

Administrative Policy No. 9.07

Subject: DSHS Safety and Occupational Health Program

Information Contact: DSHS Enterprise Risk Management Office (ERMO)
Mail Stop: 45882
Telephone: (360) 725-5834

Authorizing Source: [Chapter 49.17 RCW](#) Washington Industrial Safety and Health Act (WISHA)
[Chapter 296-24 WAC](#) General Safety and Health Standards
[Chapter 296-800 WAC](#) Core Safety Rules
[WAC 296-24-567](#) Employee Emergency Plans and Fire Prevention Plans

Effective Date: April 12, 2007

Revised: April 21, 2021 ^{i Housekeeping 7/20/2021}

Approved By: **Original signed by Lori Melchiori**
Senior Director, Office of Policy and Rules

Purpose

The purpose of this policy is to:

1. Convey the importance and necessity for having a viable safety and occupational health program throughout the Department of Social and Health Services in order to:
 - a. Provide a safe workplace for all employees, clients, and visitors;
 - b. Reduce the physical, emotional and financial impact of occupational injuries and illnesses on staff; and
 - c. Reduce the budgetary impact of occupational injuries and illnesses on the department.
2. Describe guidelines for the implementation and maintenance of a safety and occupational health program in the department.

Scope

This policy applies to all employees of the department.

Definitions

Department means the Department of Social and Health Services.

Employee means all full-time, part-time, on-call, intern, work-study student, and volunteer staff employed by the department.

Job hazard analysis means a process to identify hazards before they occur which can help prevent workplace injuries and illnesses by looking at your workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly.

Close-call incident (also known as near-miss incident) means any event that did not result in injury, illness, or damage – but could have if the circumstances had been slightly different.

Safety and occupational health program means a program designed to maintain a safe, healthful environment for all employees of the department.

Serious safety and occupational health incident means any work-related safety and occupational event resulting in an employee's death, loss of consciousness, amputation, loss of an eye, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.

Policy

A. Responsibilities

1. As an employer, the department is responsible for providing a safe work place for every employee and volunteer. As described in [WAC 296-800-11035](#), department managers are required to, establish, supervise, and enforce rules that are effective in practice and lead to a safe and healthy work environment.
2. For employees, per [WAC 296-800-12005](#) it is every employee's responsibility to, apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer.

B. Procedures

1. Enterprise risk management office (ERMO) will:
 - a. Provide consultation services to assist administrations, divisions, institutions, and offices in their efforts to provide a safe workplace.

- b. Coordinate and manage the development and maintenance of the department's plans and policies related to:
 - i. Safety and occupational health;
 - ii. Fire prevention and other emergency situations;
 - iii. Ergonomics;
 - iv. [Workplace security](#);
 - v. Industrial hygiene; and
 - vi. Patient to staff post incident reviews
- c. Participate in the development and maintenance of the department's:
 - i. Worker's compensation claims policy; and
 - ii. Emergency action plans.
- d. Develop guidelines and procedures for the DSHS Safety and Occupational Health Program.
- e. Conduct an annual safety and health performance assessment or SHPA, at all DSHS facilities and provide a written report of the findings. Assist the facilities in correcting deficiencies that are noted during the assessment as needed.
- f. Conduct periodic office safety and health performance assessments for field, regional, and headquarters locations, and provide a written report of the findings. Assist locations in correcting deficiencies that are noted during the assessment as needed.
- g. Conduct safety and occupational health accident investigations for serious incidents as directed. Provide a written investigation report which will include hazard mitigation recommendations. Assist locations in correcting the deficiencies noted in the report as needed.
- h. Assist locations in matters relating to the Labor and Industries (L&I) safety and occupational health program reviews, particularly those involving potential Washington Industrial Safety and Health Act (WISHA) citations, and matters related to requests for reconsideration of citations.
- i. Assist locations in matters related to appeals submitted to the Board of Industrial Insurance Appeals and County Superior Court.
- j. Assist in coordinating safety and occupational health management training when requested by institutions or offices.
- k. Provide direction in matters relating to industrial hygiene.
- l. Provide patient to staff assault post incident reports.

2. Appointing Authorities:

- a. Ensure their managers, supervisors, and employees receive and document initial safety and occupational health orientation training and periodic refresher training as required by statute, rule, policy, and best practice.
- b. Ensure all job classes are covered by a job hazard analysis (JHA) and the supervisor or manager reviews them with each employee and documents the

review.

- i. Job classes with the same hazards can be incorporated into a single JHA.
 - ii. The JHA will be reviewed with the employee at onboarding and annually thereafter for the following types of jobs:
 - Job classes with a high potential for injury or illness;
 - Job classes with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents;
 - Job classes in which one simple human error could lead to a severe accident or injury.
 - Job classes with a high risk of assault.
 - iii. For all other job classes, the JHA will be reviewed with the employee at onboarding and then every three years thereafter or sooner if the job class undergoes changes in processes and procedures.
 - iv. Job classes that are new to your operation will have a JHA completed and reviewed with the employee at onboarding and then every year or three years thereafter depending on the type of job.
- c. Per [WAC 296-800-130](#), ensure that:
- i. Locations within their area of authority which have ten or less employees assigned hold formal safety meetings of the entire staff monthly; and
 - ii. Locations within their area of authority that have eleven or more employees establish a formal safety committee that meets periodically as determined by the safety committee.

Note: Buildings housing several co-located department program offices may establish a single, combined safety committee. In such cases, appointing authorities must ensure their particular local office is actively participating in safety meetings and all safety efforts promoted by the combined safety committee.

- d. Ensure that a locally tailored accident prevention plan ([WAC 296-800-14005](#)) has been created, implemented and is maintained at all sites under their authority. This is your safety plan.
 - e. Promote safety and occupational health topics at all meetings. Ensure that safety and occupational needs are factored into local budget, facility management, and strategic planning discussions.
- C.** Ensure all injury and occupational illness incidents are reported and tracked using the web [Report of Work Related Incident/Close Call](#). Ensure an [OSHA 300, Log of Work-Related Injuries and Illnesses](#), is maintained and an [OSHA 300A, Summary of Work-Related Injuries and Illnesses](#), is completed, signed, and posted each year from February 1 to April 30 for each physical location.
- D.** Ensure all **close-call**, and non-emergent injury and occupational illness incidents are investigated by supervisors to determine the root cause of the event and appropriate

corrective measures to prevent similar reoccurrences using the web [Report of Work Related Incident/Close Call](#).

- E. Ensure that all **serious safety and occupational health incidents** are provided a formal preliminary investigation as required by [WAC 296-800-32020](#).
- F. Ensure all work-related safety and occupational health incidents resulting in an employee's in-patient hospitalization, amputation, loss of an eye, or death are reported to L&I using toll free telephone number 1-800-321-6742 within 8 hours.
- G. Actively participate in the annual safety and health performance assessment (for residential facilities) or periodic office safety and health performance assessment (for field, regional, and headquarters offices) conducted by ERMO safety consultants.
- H. Monitor the creation, implementation and completion of corrective action plans needed to correct deficiencies noted in safety and health performance assessments. Provide copies of the corrective action plan document to ERMO within sixty days of the assessment report.

1. Employees:

- a. Comply with all applicable federal, state and department safety and health standards, policies and procedures.
- b. Actively participate in all safety and occupational health related training, drills or exercises conducted at their location.
- c. Complete the web [Report of Work Related Incident/Close Call](#), whenever they are involved in a safety mishap or **close-call** incident. Provide the completed report to their supervisor within one business day of the event.
- d. Report all safety hazards to the supervisor as soon as possible either verbally, via memo or email, or by using a [DSHS form 03-151, Safety Hazard Report](#).

¹ Removed reference to Safety Incident/Close Call report form and fixed numbering in B.2