

Walla Walla Community College  
**Occupational Health and Safety**  
**Accident Prevention Program Overview**

Walla Walla Community College is committed to providing a safe work environment for all employees. Our Accident Prevention Program is designed to inform employees of workplace safety and health issues, and to assess, correct and control hazards. This requires that each employee work safely, learn to recognize and protect themselves from workplace hazards, and adhere to the rules and regulations of the Washington Industrial Safety and Health Act and the safety procedures subscribed by this institution.

*The Washington Administrative Code (WAC) 296-24-025 defines the employee's responsibility for workplace health and safety as:*

- A. *Employees shall coordinate and cooperate with all other employees in an attempt to eliminate accidents.*
- B. *Employees shall study and observe all safe practices governing their work.*
- C. *Employees should offer safety suggestions, wherein such suggestions may contribute to a safer work environment.*
- D. *Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required by their employment or supervisor.*
- E. *Employees shall properly care for all personal protective equipment.*
- F. *Employees shall make a prompt report to their immediate supervisor, of each industrial injury or occupational illness, regardless of the degree of severity.*
- G. *Employees shall not wear torn or loose clothing while working around machinery.*

The WWCC Accident Prevention Program was developed to meet the specific safety needs of the campus community and includes such components as:

POLICY STATEMENT	Commitment to promote and maintain a safe work environment.
SAFETY BULLETIN BOARD	Located near the cafeteria, the bulletin board is maintained by the Safety Office to provide job safety and health protection information including all pertinent WISHA notices.

EMERGENCY PROCEDURES	Written procedures designed to provide general guidance to Walla Walla Community College personnel in case of emergency.
INJURY AND ILLNESS INVESTIGATIONS AND REPORTS	Occupational injuries and illnesses are reported to the Human Resources Office where subsequent WISHA and OSHA injury and illness reports and records are generated and maintained. All workplace accidents and illnesses are investigated by the immediate supervisor and reviewed by Human Resources. Accidents involving serious injury(ies) are further investigated.
FIRST AID KITS	Located in buildings and vehicles throughout campus. First aid kits are maintained by the Safety Office.
FIRE EXTINGUISHERS	Maintained by Plant Facilities and serviced by a licensed contractor. In the event a fire extinguisher has been discharged, tampered with, or is missing, notify Safety Office. Training on use and handling of fire extinguishers is conducted annually.
FIRST AID/CPR INSTRUCTION	Annual classes offered to most employees through Human Resources
SAFETY ORIENTATION	New employee orientation provided by Human Resources and Safety Offices describes our safety program, emergency procedures, how to report an occupational injury or illness, etc.
HAZARD COMMUNICATION	Written procedures and departmental instruction on relevant occupational hazards including Right-To-Know, Material Safety Data Sheets, labels, bloodborne pathogens, confined spaces, asbestos awareness, lead paint, lock-out/tag-out, personal protection equipment, etc.
JOB SAFETY INSTRUCTION	Departmental job-specific instruction on safe work practices and use and maintenance of equipment and personal protective equipment.
HAZARDOUS WASTE	Program is managed by Plant Facilities' maintenance department to ensure compliance with environmental regulations.
SAFETY and HEALTH COMMITTEE	A team comprised of management and staff charged with reducing and/or eliminating unsafe conditions and work practices.

Copies of the complete Accident Prevention Program are maintained at specific locations around campus including the Safety Office, Human Resources Office, Library, and the Office of the Director and Library at the Clarkston Center.