



# Quil Ceda Village

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## Employee Safety Manual

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## Injury and Illness Prevention Program

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### Purpose

This Injury and Illness Prevention Program (IIPP) was established to provide Quil Ceda Village employees with a safe and healthy work environment. Quil Ceda Village is committed to employee safety. This document explains the safety policies and procedures of Quil Ceda Village.

### Responsibility

Quil Ceda Village has committed municipality resources toward building and maintaining an effective Injury and Illness Prevention Program. Strong organizational policies and procedures support this commitment, as outlined in this document. All directors, managers, supervisors and employees have the responsibility to understand and follow all aspects of the program.

The department responsible for the Quil Ceda Village Injury and Illness Prevention Program is The Office of Health and Safety. A copy of this document is available from each department manager or from The Office of Health and Safety, who can answer employee questions concerning the program.

### Accountability for Safety

Our safety policy is the first step toward reducing work-related injuries. This task can only be meaningful and effective when we succeed in getting all employees to work under a safe workplace policy at all times.

### Employee Compliance

All employees must comply with this program as it involves everyone. An employee's performance evaluation will include information about the employee's safety practices.

All employees will be trained regularly in proper safety and health procedures. If employees are not certain of the correct safety procedure, they should ask their department manager, their immediate supervisor or the Office of Health and Safety.

### Communication

As part of this program, all safety and health matters are announced in posted notices, memos, staff meetings and formal and informal training or other written safety guidelines. Employees are informed of all occupational safety and health matters.

Reporting unsafe conditions immediately to supervisors is the employees' responsibility. Through the proper chain of command, supervisors notify The Office of Health and Safety. Employees may communicate orally or in writing.



**Employees will not be retaliated against for reporting health or safety hazards or for suggesting improvements relating to health and safety. Employees may report hazards anonymously if they choose to do so.**

## Inspections and Investigations

The Office of Health and Safety inspects all operations for safety and health hazards at least quarterly. In addition to routine inspections, a safety and health inspection is made whenever new substances or procedures are introduced into the workplace or whenever a new hazard is discovered.

All reports of occupational injuries and illnesses are investigated. The investigation includes a physical inspection of the location where the injury or illness occurred. A review of the circumstances that led to the injury or illness and determination of the specific procedures or preventive measures that could have helped prevent the injury or illness are included in the investigation.

## Correcting Unsafe Conditions

Working with the department manager, The Office of Health and Safety takes steps to correct any unsafe or unhealthy condition.

Employees are informed of any safety hazard and of any interim measures taken to correct a safety hazard.

## Training

The Office of Health and Safety provides safety training and instruction to management and may assist departmental management to train the employees they supervise.

Safety and health training will be given to:

- All new employees as part of their orientation at Quil Ceda Village;
- Any employee assigned to a new job if the employee has not previously received safety training concerning that job;
- All departmental employees when new department procedures or equipment are introduced for use.

If The Office of Health and Safety becomes aware of new hazards not previously identified, training is provided to management concerning that hazard.

## Record Keeping

The Office of Health and Safety maintains records concerning inspections and training provided under this program.

The inspection records include the following:

- The person conducting the inspection,



- Identified unsafe or unhealthy conditions or work practices and
- Actions taken to correct issues.

Records containing training information include:

- Name or identifier of each trained employee,
- Date of training,
- Type of training and
- Person providing the training.

These records are maintained for the length of time required by Tulalip Tribal law.

## Summary

Workplace safety and health can only be accomplished through the cooperation of all employees. The Office of Health and Safety works with all employees to ensure compliance with the plan.

## In the Event of a Work-Related Injury or Illness

Despite combined best efforts to avoid injury and illness, occasions occur when employees become injured on the job. Should an injury occur, management wants to assure that employees are properly taken care of and receive all entitled benefits as per Tulalip Tribal Law. **Immediately report any work-related injury (no matter how slight) to the immediate supervisor.**

### Medical Treatment

Employees will receive all required medical treatment resulting from the injury or illness.

### Compensation

If injury or illness prevents employees from working, disability payments will be received while recovering from the injury. Tulalip Tribal Law Workers Compensation Ordinance 108 sets the payment amount. Management will make every effort to coordinate a Temporary Modified Work Assignment with the treating doctor so that normal pay flow is not interrupted.

**Quil Ceda Village policy is to ensure that employees receive all the entitled benefits fully and promptly in accordance with Tulalip Tribal law [Workers Compensation Ordinance 108].**

### On-Site First Aid

A significant percentage of work-related injuries are minor “first aid” types. Often these incidents go unreported, and employees self-treat or ignore the incident



totally. In other cases, a visit to the doctor is made only to perform minor first aid. Both situations result in an inefficient handling of the incident. Quil Ceda Village has established a first aid program for work-related injuries.

### **Basic Guidelines**

- First aid kits are conveniently located throughout the facility and are adequately stocked at all times. Each department should have immediate access to a first aid kit. In addition, each tribally owned vehicle shall be equipped with a first aid kit and fire extinguisher.
- The Office of Health and Safety will provide supplies for first aid kits.
- The first aid program is NOT designed to eliminate the need for a physician when complex problems arise but addresses only minor incidents.
- Each first aid incident is to be reported to management who will complete a report and file it with The Office of Health and Safety.
- Department supervisors are required to analyze each work-related injury or illness and file a “Supervisor’s Report of Accident” with The Office of Health and Safety.
- Employees will not be denied medical attention should they feel their injury requires more than minor first aid. If there is a question as to the seriousness of an injury, employees will be referred for medical treatment.

## **Off-Site First Aid or Medical Treatment**

### **Basic Guidelines**

- For all medical emergencies call 9-1-1. Supervisors should be notified of any work-related injury or illness immediately; they will notify The Office of Health and Safety.
- If necessary, Emergency Medical Services will respond and begin first aid treatment and determine if more than on-site first aid is required. Employees have the right to request off-site first aid or medical treatment.
- If off-site first aid or medical treatment is necessary, call 9-1-1 Dispatch; Emergency Medical Service personnel follows their own policy regarding treatment and transport of patient.
- Immediate supervisors will complete an injury/illness report and submit it to The Office of Health and Safety. The department supervisor is required to analyze each work-related injury or illness and submit the Supervisor’s Analysis Report to The Health and Safety Office.
- Each employee who receives off-site first aid or medical treatment must follow the reporting procedures outlined in “Injury Reporting Process.”



## Employee Responsibilities When Injured on the Job

Quil Ceda Village and its employees have requirements that must be followed in the case of an employee work-related injury or illness. Failure to follow these requirements could result in a loss of or delay in receiving any benefits due the employee.

### Basic Guidelines

- Employees must notify their supervisor immediately if they become injured or ill while on the job.
- Supervisors will immediately notify The Office of Health and Safety. If necessary, Emergency Medical Services will also be notified and will respond to render first aid. Employees injured on the job are required to do a post accident/incident U.A.
- If medical assistance is refused at the time a work-related injury or illness is reported and employees later wish to seek medical treatment, they must receive a referral from The Office of Health and Safety.
- If off-site first aid or medical treatment is rendered, whether at the time of the incident or at a later date, employees must report to The Office of Health and Safety immediately after receiving such treatment and bring a completed Physicians Initial Report. In addition, the Return to Work Authorization/Disability Certificate, stating the employees' work status (found in the injury reporting process) must also be provided.
- If medical treatment is ongoing, employees must maintain contact with The Office of Health and Safety after each treatment visit.
- Employees shall not return to work after being under medical care without first reporting to The Office of Health and Safety with a current Work Status Report.

### Emergency Contact Telephone Numbers

| EVENT              | AGENCY                                  | TELEPHONE                | ADDRESS                                  |
|--------------------|---|--------------------------|--|
| Any Emergency      | Tulalip Tribal Police                   | 360-651-4608             | 7720 Waterworks Rd.<br>Tulalip, WA 98271 |
| Emergency Services | 9-1-1 Dispatch or Tulalip Tribal Police | 9-1-1 or<br>360-651-4608 |  |
| Fire               | Marysville Fire Department              | 9-1-1                    |  |
| Earthquake         | Marysville Fire Department              | 9-1-1                    |  |



|                                      |   |                               |  |
|--------------------------------------|---|-------------------------------|--|
| Hazardous Material Spill             | Tulalip Tribal Police or Marysville Fire Department                     | 360-651-4608 or 9-1-1         |  |
| Traffic Accident                     | Tulalip Tribal Police   | 360-651-4608                  | 7720 Waterworks Rd.<br>Tulalip, WA 98271 |
| Traffic Accident in a Tribal Vehicle | Tulalip Tribal Police and Licensing and Insurance Program (Susan Moses) | 360-651-4608 and 360-651-4103 |  |
| Explosive Device                     | Tulalip Tribal Police   | 360-651-4608                  | 7720 Waterworks Rd.<br>Tulalip, WA 98271 |
| Employee Injury                      | 9-1-1 or Immediate Supervisor   | 9-1-1 or Immediate Supervisor |  |
| Poison                               | 9-1-1 or Poison Control Center  | 1-800-222-1222                |  |

**Notify 9-1-1 or Tulalip Tribal Police FIRST in Any Emergency**

Tulalip Tribal Police is responsible for contacting any outside service necessary.

**Hazard Communication Program**

**General**

In compliance with Tulalip Tribal Law and with Quil Ceda Village commitment to a safe work environment, the following Hazard Communication Program has been implemented for personnel of Quil Ceda Village. The Office of Health and Safety maintains the original program in the Quil Ceda Village Employee Safety Manual and is responsible for ensuring that the program is current and enforced. A copy of this program is available to employees upon hire and a copy will be supplied to employees upon request. The Office of Health and Safety or Human Resources should be contacted when a copy of the program is needed.

For the purposes of this program, the term ‘chemical(s)’ applies to both individual chemicals and chemicals contained in various products.

The information will be updated when new chemicals or hazards are introduced into the working environment and reviewed annually.



## New Purchases

A current Material Safety Data Sheet (MSDS) must be on file for all products used at Quil Ceda Village. Each department manager is responsible for ensuring that a Material Safety Data Sheet has been received or is on file.

## Container Labeling

Each department manager is responsible for monitoring all containers of hazardous chemicals entering the workplace. Department managers will ensure that the chemical containers are properly labeled with:

- The chemical name,
- Any hazard warnings and
- The name and address of the manufacturer, importer or responsible party.

If chemicals are to be transferred to a separate container, the department manager will ensure that the new container is properly labeled and that all secondary containers are labeled. An extra copy of the manufacturer's label or a generic label may be considered a secondary label. All secondary labels must list chemical identity, hazard warning and manufacturer. Contact The Office of Health and Safety for proper procedure of secondary labeling.

The Office of Health and Safety reviews the labeling system annually.

The Office of Health and Safety ensures that all pipes are labeled properly and informs employees of the hazards associated with any chemicals contained in any pipes within any Tribal facility.

## Material Safety Data Sheets (MSDS)

The Office of Health and Safety is responsible for maintaining the MSDS system for Quil Ceda Village. The Office of Health and Safety may review incoming data sheets for new and significant health and/or safety information and will ensure that the new information is given to affected employees. Each department manager is responsible for ensuring that The Office of Health and Safety receives an MSDS for any product in use by the respective department.

The MSDS originals will be kept on file by The Office of Health and Safety and reviewed annually for accuracy and completeness.

The MSDS system includes:

- A current master inventory list of all MSDSs. The list is alphabetically indexed by product name to the MSDS referenced on the inventory list.
- The product name, chemical name or identity used on the MSDS shall be the same as used on the container label.
- The chemical and common name of all ingredients determined to present a hazard shall appear on all MSDSs.



The information on an MSDS includes:

- The physical and chemical characteristics of the product or chemical, including vapor pressure, flash point, etc.
- The fire, explosion and reactivity hazard(s) of the product or chemical including the boiling point, flash point and auto-ignition temperature.
- Health hazards of the chemical mixture, including signs and symptoms of exposure, medical conditions recognized as aggravated by exposure and primary route(s) of entry.
- Permissible Exposures Limit (PEL) or any other exposure limit used or recommended by the manufacturer, importer or employer.
- Whether the chemical is listed as a carcinogen by the National Toxicology Program (NTP) or had been found to be a potential carcinogen by the American Conference of Governmental Industrial Hygienists (ACGIH) or the Occupational Safety and Health Administration (OSHA).
- The control measures for the product or chemical, including fire, engineering and personal protective equipment.
- General precautions for safe handling and use, including protective measures during repair and maintenance of equipment involving the product or chemical.
- Procedures for cleanup of spills and leaks.
- Emergency first aid procedures.
- Date the MSDS was prepared or revised.
- Name, address and telephone numbers of the manufacturer, importer or responsible party to call in an emergency.

The Office of Health and Safety ensures that all manuals are current and up-to-date, and MSDS manuals are easily accessible at each Tribal facility . New chemicals are not to be used until an MSDS has been obtained and reviewed.

## Employee Information and Training

Before starting work, the supervisor of a new employee reviews the Hazard Communication Program (HCP) and each MSDS applicable to the new employee's job.

Before any new product or chemical is used, all employees will be informed of its use. Affected employees will be instructed on safe use and trained on the hazards of the new product or chemical.

All employees will attend additional training, as appropriate, to review the HCP and MSDS. Appropriate reference material is also discussed during the training session(s).

The minimum orientation and training for a new employee is as follows:



- An overview of the requirements contained in the Hazard Communication standard, which can be found at [www.osha.gov](http://www.osha.gov) (29 CFR 1910.1200).
- The products and/or chemicals present in the workplace operations and the facility.
- Location and availability of the written HCP.
- The physical and health effects of any hazardous materials listed on the inventory list of this program.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps taken by Quil Ceda Village to lessen or prevent exposure to the chemicals listed on the inventory list.
- Emergency procedures to follow if exposed to chemicals.
- Location of the MSDS manuals.
- Location of the hazardous chemical inventory list.

Prior to a new chemical hazard being introduced into any section of the workplace, each employee will be given information and training as outlined above and/or as outlined in the Employee Training Guidelines (Supervisor Safety Guide) by department managers. Department managers are also responsible for ensuring that an MSDS on each new product or chemical is available prior to the use of the chemical.

After attending the training class, employees sign a form verifying that they attended the training, that the written Hazard Communication Program was made available for review and that they understand the HCP.

### Inventory List of Hazardous Chemicals

Lists of any hazardous chemicals used at Quil Ceda Village are available in each MSDS manual. Further information can be obtained from the MSDS manuals located in each department and The Office of Health and Safety.

The originals are kept on file by The Office of Health and Safety.

### Non-Routine Tasks

Before any non-routine task is performed, employees are advised of special precautions to follow. In addition, department supervisors will inform any other personnel who could be exposed.

In the event such tasks are required, department managers will provide the following information about such activities relating to the specific chemicals expected to be encountered.



- Specific chemical name(s);
- Chemical hazards;
- Required personal protective equipment;
- The safety measures that are to be taken;
- Emergency procedures;
- Measures taken to lessen the hazards, including ventilation, respirators and the presence of other employees.

### Outside Contractors

The project coordinators are responsible to provide other personnel or outside contractors with the following information:

- Hazardous chemicals to which they may be exposed while in the workplace;
- Measures to lessen exposure possibility;
- Location of MSDSs for all hazardous chemicals;
- Procedures to follow if they are exposed.

The project coordinators are also responsible for contacting each contractor before work is started to determine what chemicals, if any, the contractor is bringing into the workplace. If employees are to be exposed to these chemicals, The Office of Health and Safety will inform those employees who may be affected.

### Cleanup Procedures for Accidental Release of Automotive Fluids

Automotive Fluids Definition: Gasoline, diesel fuel, brake fluid, motor oil, radiator fluid and transmission fluid.

#### **Procedure for Automotive Fluids of Five Gallons or Less**

All Quil Ceda Village departments will perform the following duties:

- Report the five gallon or less spill to the QCV Maintenance Department at 425-754-4860 or 425-754-7267, giving the estimated amount and type of material spilled (gasoline, diesel, oil, radiator fluid, etc.).
- If the situation has caused injury to human life, call 9-1-1 Dispatch.
- If the material has traveled into a storm drain or flood control channel, notify 9-1-1 Dispatch and The Office of Health and Safety.
- For very small spills, apply clean-up/absorbent material to the spilled product and dispose of soaked material in the container supplied for this purpose.

#### **Procedure for Automotive or Unknown Fluids of Five or More Gallons**

- Call 9-1-1 Dispatch and The Office of Health and Safety.



## Fire Safety Program

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### Responsibility

The following written Fire Safety Program (FSP) has been implemented for Quil Ceda Village personnel. The Office of Health and Safety will amend this program when necessary.

The Office of Health and Safety is responsible for assuring that the appropriate employees are trained in fire extinguisher use, the evacuation plan and any other training required by this program.

### Fire Exits

Each workplace must have at least two means of escape that are remote from each other and are designated to be used in a fire emergency.

Fire doors must not be blocked or locked to prevent emergency use when employees are within the buildings. Delayed opening of fire doors is permitted when an approved alarm system is integrated into the fire door design.

Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building. The Office of Health and Safety is responsible for monthly inspection of fire exits, first-aid kits and fire extinguishers.

### Portable Fire Extinguishers

Each workplace must have a full complement of the proper type of fire extinguishers for potential fire hazards.

Employees expected or anticipated to use fire extinguishers must be instructed on the hazards of fighting fire, how to properly operate the fire extinguishers available and what procedures to follow in alerting others to the fire emergency.

Only approved fire extinguishers are permitted to be used in the workplace, and they must be kept in good operating condition. The Office of Health and Safety maintains and inspects fire extinguishers monthly. All fire extinguishers are inspected and serviced at least annually by an outside fire extinguisher company (AAA Fire Extinguisher Service of Everett, 425-258-4433).

### Emergency Evacuation Planning

Quil Ceda Village has implemented written Emergency Action and Evacuation Plans for evacuation of employees that include:

- Evacuation routes and procedures for all employees;
- Procedures for accounting for all evacuated employees;
- Special procedures for evacuating physically impaired employees;



- Procedures for those employees who must remain behind temporarily to shut down and/or secure critical equipment and areas;
- The means of alerting employees to a fire emergency;
- The means for employees to report emergencies.

These written plans are available for employee review.

An employee alarm system is available at various facilities and must be used for emergency alerting for evacuation. Some alarm systems are voice communications supplemented by the in-house public address system. Other systems are advanced systems with verbal and visible alarms.

Employees must be trained in:

- Recognizing the evacuation signal;
- Understanding their role in the emergency evacuation plan.

All new or transferred employees must be trained in the emergency evacuation program when beginning their job duties. All employees will be trained in any changes in the plan. Department managers will provide training.

## Fire Prevention Plan

### Scope

The purpose of the fire prevention plan is to eliminate the causes of fire and prevent loss of life and property by fire. It provides Quil Ceda Village employees with information and guidelines, which assists them to recognize, report and control fire hazards.

Stopping unwanted fires from occurring is the most efficient way to handle them. Quil Ceda Village has implemented a Fire Prevention Plan (FPP) which includes:

- Housekeeping procedures for storage of flammable materials;
- Cleanup procedures for flammable waste;
- Handling and packaging procedures for flammable waste, including recycling;
- Safety rules regarding smoking, welding and other burning within the workplace.

This written plan is available for employee review.

Heat-producing equipment such as burners, heat exchangers, boilers, ovens, stoves, fryers, etc. must be properly maintained and kept clean of accumulations of flammable residues. Department heads will inspect heat-producing sources at least monthly. Flammables are not to be stored close to these pieces of equipment.

All employees must be trained in the potential fire hazards of their jobs and in the procedures listed in the Fire Prevention Plan. All new or transferred employees must be trained in the Fire Prevention Plan when beginning their job duties. All



employees must be trained in any changes in the plan. Department managers will provide training.

## Fire Suppression System

Properly designed and installed fixed fire suppression systems enhance fire safety. An automatic sprinkler system throughout the facility is the most reliable fire fighting means. This type of system has been installed at various locations and is designed to put water and/or chemicals where the fire and heat are located. Fire suppression systems should meet federal OSHA general requirements and are discussed under 1910.159 (c), [www.osha.gov](http://www.osha.gov).

Employers will insure the automatic fire suppression system is in serviceable condition.

If any part of the fire suppression system uses agents that are a serious health hazard (such as carbon dioxide, Halon 1211, etc.):

- Signs must be posted in areas protected by such a system;
- The system shall be equipped with an alarm to warn employees of the impending discharge and allow them time to evacuate the area;
- Department heads with The Office of Health and Safety will develop an emergency action plan to provide for the safe evacuation of employees who could be exposed to hazardous fire suppressants. Employees will be trained in the fire suppression system evacuation program as part of the overall evacuation plan for the facility.

## Emergency Procedures

### **If a Fire Is Discovered:**

1. Activate the Fire Alarm if there is one in the area.
2. Call 9-1-1 Dispatch and report the location of the fire.
3. If the fire is small and have training on the use of a fire extinguisher, attempt to extinguish the fire.
4. Activate the fire suppression system if there is one in the area.
5. Shut the door on the fire to prevent rapid spread.
6. Provide information to emergency response personnel.

### Potential Fire Hazards: Identification and Control

Like all other types of accidents, fires are largely preventable.

### **Common Causes of Fire**

- Overloaded electrical circuits, unsafe wiring and defective extension cords.



- Appliances such as coffee pots/makers, hot plates and other heating devices left on when not in use.
- Unattended cooking.
- Overheated motors and other equipment not maintained properly.
- Improper use of non-electrical heating systems (space heaters).
- Improper disposal of smoking material such as emptying ashtrays in trash cans and/or coming in contact with other combustible material.
- Not using an ashtray, leaving a lighted cigarette on combustible material such as furniture.
- Improper use, handling and storage of flammable material (gasoline, solvents and paints).
- Improper use of candles, Christmas tree lights and associated electrical cords.
- Poor housekeeping, which results in accumulation of combustibles such as paper, boxes, oil-soaked rags and flammable liquids.
- Improper use of welding torches and equipment.

### **Chemical Handling and Storage**

- Leaks, spills and overflows must be avoided. Storage of flammable and combustible liquids in open containers is not permitted.
- Chemicals, specifically flammable and combustible liquids, should be stored in appropriate cabinets approved by OSHA.
- Incompatible materials in storage areas must be segregated. Specifically, separate ignitable material from oxidizers or sources of ignition. In general, do not store different types of incompatibles in the same container.

## **Fire Extinguishers**

### **Types of Fires**

Fires are classified into four general categories depending on the type of materials or fuels involved. The type of fire determines the type of extinguisher used in the emergency. Fire extinguishers are rated by their effectiveness to extinguish different types of fires. Accordingly, all fire extinguishers are identified with common symbols to indicate on which fire they are most effective.

- **Class A Fires:** Class A fires involve ordinary combustible materials such as wood, paper, rags, rubbish and other solids.
- **Class B Fires:** Class B fires occur in the vapor/air mixture over the surface of flammable and combustible liquids such as gasoline, fuel oil, paint thinner, hydraulic fluids, flammable cleaning solvents and other hydrocarbon fuels.



- Class C Fires: Class C fires involve energized electrical equipment.
- Class D Fires: Class D fires involve combustible metals such as magnesium.

### **Training**

Fire extinguisher training classes are available through the Tulalip or Marysville Fire Department or AAA Fire Extinguisher Service of Everett (425-258-4433).

## **Maintenance of Equipment**

### **Types of Fire Protection Equipment**

The basic types of fire protection equipment and systems used at the facility to control or extinguish fires are:

- Portable fire extinguishers;
- Sprinkler systems;
- Chemical type extinguishing systems, including carbon dioxide, dry chemical and Halon systems.

### **Inspection**

Appropriate department managers must routinely inspect equipment installed to prevent accidental ignition of combustible material (e.g. grounding wires or dust collection equipment) to ensure proper operation. The Tulalip or Marysville Fire Department can provide training in the techniques of inspection for department supervisors.

### **Portable Fire Extinguisher Service**

The Office of Health and Safety is generally responsible for oversight of all fire protection equipment and, specifically, maintains the portable fire extinguisher service program.

Report problems with fire protection equipment by calling the AAA Fire Extinguisher Service of Everett at 425-258-4433 or contact The Office of Health and Safety.

## **Control of Flammable or Combustible Waste Materials**

### **Ordinary Trash**

The Janitorial personnel of each department or Q.C.V. maintenance is responsible for collecting ordinary combustibles, such as paper, wood, plastic and cloth. If questions arise concerning the disposal of ordinary trash, call 425-754-4860 or 425-754-7267 for the Q.C.V. Maintenance Department.

### **Hazardous Waste**

The Environmental Protection Department is responsible for collecting and disposing of hazardous waste, including chemical, biohazard and radioactive



wastes. If questions arise concerning hazardous waste disposal, call Snohomish County Solid Waste at 425-388-6050.

## Housekeeping

Good housekeeping is basic to fire safety and should be a major concern in every type of occupancy from the simplest dwelling to the most complex research facility. The following general preventive measures apply.

### Preventive Measures

- Keep general work areas such as offices, labs and shops orderly and clean.
- Do not accumulate discarded packing material or scrap.
- Place a sufficient number of wastebaskets or trash receptacles (noncombustible containers) in each work area.
- Sweep or vacuum floors to prevent accumulation of combustible materials.
- Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment.
- Clean up hazardous material spills immediately. Call 9-1-1 Dispatch for guidance.
- Do not use low flash point solvents in floor wax or polish.
- Place oil- or chemical-soaked rags in metal or other suitable containers.

## Fire Prevention Training

### Supervisor Responsibility

Supervisors are responsible for informing employees of potential fire hazards in the workplace specific to their tasks. In addition, supervisors shall instruct employees on those parts of the fire prevention plan applicable for the employees to protect themselves and respond in the event of an emergency.

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## Emergency Action Plan

### Emergency Services

#### The Office of Emergency Management Scope

The purpose of the Emergency Action Plan is to establish a continuing state of readiness for the protection of Quil Ceda Village employees, patrons, visitors and Tribal Members in case of an emergency. This plan is designed to protect lives and property, preserve the organizational structure and insure continuity of early resumption of services.



If a major disaster strikes Tulalip Tribes or Quil Ceda Village, the need for coordinated efforts of the entire Tulalip Tribes or Quil Ceda Village community is of paramount importance.

Quil Ceda Village managers, employees, the Office of Emergency Management and Tribal Police departments will provide our most important resources in an emergency. The coordination of these members will provide a highly skilled pool of professionals able to deal with the myriad of technical, medical, logistical and human relations problems sure to arise in a major disaster. To that end, the following general emergency instructions are targeted:

In the event of a large-scale disaster, the evacuation of a facility may be ordered. In this case, all non-emergency personnel will depart the buildings. In the case of an earthquake or other regional impacting event, it may be necessary to remain in the vicinity of the facility. Large numbers of staff, patrons and possibly residents from the surrounding community will congregate and require information, food and shelter. Each department's evacuation plan is an integral part of this Emergency Action Plan.

All Quil Ceda Village employees play a vital role in the smooth coordination of the Emergency Action Plan. Senior management will provide primary leadership and the Office of Emergency Management and Tribal Police Departments with the other facility-specific departments will provide primary technical resources. Each department will have specific duties to perform in the event of a disaster.

In the case of any emergency, 9-1-1 Dispatch or Tulalip Tribal Police must be notified. Dialing 9-1-1 Dispatch or Tribal Police at 360-651-4608 can facilitate notification. The 9-1-1 Dispatch or Tribal Police dispatcher will notify all other appropriate departments including Office of Emergency Management, as necessary.

## Bomb Threat

Bomb threats may be made in person, by mail or by telephone. Anyone in the building with a telephone could be the recipient of a bomb threat.

If a bomb threat is received:

1. Remain calm.
2. Listen! Do not interrupt the caller.
3. Notify the supervisor and Tulalip Tribal Police (if possible) while the caller is still on the line.
4. Note any characteristics of the caller's voice (accent, speech impediments, intoxication, volume, etc.) and listen for any background noises (planes, machinery, traffic, music, children, etc.).
5. Note exactly what the caller says.



6. Use the Bomb Threat guidelines provided.

After the caller disconnects:

1. Immediately evacuate the building then notify the Tulalip Tribal Police department.
2. Tribal Police will notify appropriate senior management officials, Office of Emergency Management and any other agencies deemed necessary.
3. Do not discuss what has transpired with anyone except Tribal Police, emergency personnel or any other law enforcement agencies.
4. Keep calm and wait for instructions from Tribal Police, senior management, emergency personnel or the department manager.
5. Follow all instructions given by management, Tribal Police and emergency personnel.

## Earthquake

In the event of earthquake:

1. Stay in the building. Do not evacuate unless instructed to do so.
2. Take shelter under tables, desks, doorways or any similar place.
3. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
4. Assist any handicapped person(s) in the area and find a safe place for them.
5. Keep calm and await emergency instructions.

## Explosion

In the event of an explosion, the following actions should be taken:

1. Cover should be taken under tables, desks or other such objects which will give protection against flying glass and debris.
2. Notify 9-1-1 Dispatch or Tribal Police immediately.
3. After the effects of the explosion have subsided, emergency services and/or senior management will determine if evacuation is necessary.

## Fire

Upon discovery of an actual fire, employees should:

1. Contact 9-1-1 Dispatch or the Fire Department.
2. Do not evacuate unless fire is discovered and is an immediate threat to safety.
3. If the fire is easily extinguishable, attempt to do so.
4. If necessary, implement evacuation procedures.



If ordered to evacuate:

1. Do not use elevators.
2. Make sure that all fire doors are closed and doors leading to offices and other areas are closed to prevent further spread of the fire.
3. When possible, leave doors unlocked for Fire Department access.

NOTE: Certain facilities have an automatic fire suppression system that utilizes built-in sprinklers.

## First Aid and Medical Emergencies

In the event of serious injury or illness:

1. Contact 9-1-1 Dispatch. The 9-1-1- dispatcher will contact Emergency Medical Services.
2. Do not move the victim(s) unless absolutely necessary.
3. If any jewelry with an inscription indicating a disability or medical condition (epilepsy, diabetes, allergies, etc.) or other information is noticed, bring this information to the attention of the responding officer or emergency medical technician.

## Emergency Operations Center

Should an emergency require the establishment of an emergency operations center, the procedures established in the Quil Ceda Village Evacuation Plan shall be followed.

## Summary

This Emergency Action Plan is a guideline to use in the case of an emergency and is subject to change at any time. To address each emergency that Quil Ceda Village could face would be an impossible task. These guidelines provide immediate "First Response" steps to be taken. Each emergency will require more specific details to be administered as required by Quil Ceda Village senior management.

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## Evacuation Plan

### Evacuation

When evacuation is determined to be necessary, occupants will leave the building immediately and quietly by the nearest designated exit or as advised. Evacuation of handicapped person(s) will be given highest priority in all emergencies and will be evacuated by the most expeditious and safest means available.



When evacuating, occupants should walk and remain quiet. All occupants are to follow all emergency instructions.

If evacuation has been ordered after an earthquake:

1. Be aware of falling debris or electrical wires when exiting.
2. Take precautions against additional aftershocks.

Do not re-enter the facility until instructed to do so by Emergency Personnel.

### Evacuation of Persons with Disabilities

Persons with mobility impairments should prepare in advance for emergencies by discussing emergency assistance options with managers and other personnel.

In the event of an emergency, persons with mobility impairments should observe the following procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, persons with mobility impairments may use the elevator – but never in the case of earthquake or fire.
2. As a second choice, when persons with mobility impairments reach an obstruction such as a staircase, they should request assistance from others in the area.

### Evacuation Notification Protocol

1. All emergencies are to be reported immediately to Marysville Fire Department by dialing 9-1-1 Dispatch or Tulalip Tribal Police at 360-651-4608.
  - The Fire Department or Tribal Police will be responsible for initial notification of affected departments regarding any partial or full evacuation orders.
2. Once the responsible executive director, Office of Emergency Management or any other senior management official has notified Tribal Police of the intent to evacuate and all necessary emergency departments and agencies have been notified, all remaining Tribal Police personnel are to be notified.
  - If necessary, notification will be initiated by making a general announcement via radio that an evacuation has been ordered.
3. Once the Tulalip Tribal Police personnel and Office of Emergency Management have been notified, all other departments are to be notified.
  - When possible, the operator will be contacted to notify all directors and department managers via the pager system.
  - When speed is of the essence, all departments with two-way communication equipment will be notified via radio.



- Communicating any information via two-way radios should only be done in the case of extreme emergency when all other forms of communication are deemed too slow.
  - If radio communication is utilized to notify the various departments, Tribal Police will assure that all departments without two-way communications equipment are notified via telephone.
4. Tribal Maintenance should be the first department(s) notified, as they may need to provide assessment and first response teams.
  5. After initial notifications have been completed, all Tribal Police units will be contacted individually to assure that they received and understood the communication.
    - Whenever possible, the normal chain of command is to be followed (initial contact through each department's shift manager).
  6. Tulalip Tribal Police is responsible for establishing the initial command center, coordinating all emergency activities and keeping accurate records of all activities following the Quil Ceda Village Emergency Action Plan.

### Department Responsibilities

Each facility and every department within each facility shall maintain a list of department responsibilities and attach this list to their operations employee safety manual.

#### All Departments

All departments are responsible for continually assessing the status of their operations affected by the emergency at hand. Assessment includes a cursory evaluation of the situation and the affect on their departments operation, necessary personnel, supplies and equipment to continue operations. Findings should be reported to the appropriate management team. Each department is also responsible for advising senior management of any requirements to begin operations after the emergency.

### General Evacuation Routes

During an evacuation, knowing the location of the nearest exits is important, including primary and alternate exits. All employees should take time at the beginning of each shift to familiarize themselves with the exits in their work area. Keeping exits unhindered during an evacuation is important; therefore, certain departments and areas are assigned primary exits under department responsibilities.

All occupants are to exit through the nearest exit. Evacuation maps are posted at strategic locations throughout the facility and are also maintained in this manual.

Each facility and every department within each facility shall establish and maintain a current evacuation plan, including emergency evacuation routes,



locations of all emergency exits and the location of all fire extinguishers; this plan is to be attached to their operations employee safety manual.

## Staging Areas

Staging areas provide an area far enough away from the facility to be out of danger, yet easy for employees, vendors and visitors to access quickly. This area allows for organization and deployment and is located away from emergency vehicle response routes.

Each facility and every department within each facility shall maintain a current staging area and staging procedures, attached to their operations employee safety manual.

## Emergency Response Staging Area

The Emergency Response Staging Area is addressed in the Quil Ceda Village Emergency Action Plan and has been discussed with area emergency response agencies.

## Employee Responsibilities

Each facility and every department within each facility shall maintain a list of employee responsibilities, attached to their operations employee safety manual.

## Emergency Operations Center

The general manager, executive directors, security director, facilities director and Office of Emergency Management (or their designated alternates) will initially staff the emergency operations center. Once relieved by those designated in the Quil Ceda Village Emergency Action Plans, these individuals will form and provide management of the assessment team.

## Assessment Team

The assessment team consists of personnel with knowledge in mechanical, structural, fire, first aid and business operations.

- The Tulalip Tribal Police director (or designated alternate) is responsible for assigning appropriate personnel to assess security needs;
- The Tribal Maintenance manager (or designated alternate) is responsible for assigning appropriate personnel to assess mechanical, structural and underground utilities damage;
- The Emergency Medical Service (or designated alternate) is responsible for assigning appropriate personnel to assess first aid and medical needs;
- Department managers (or their designated alternates) are responsible for assigning appropriate personnel to assess any operational delays due to possible damage to staging areas;



- The Human Resources director (or designated alternate) is responsible for establishing an accounting of all employees on duty, maintaining an active list of all employees, assigning appropriate personnel to assess the status of employees and managing a current list of available employees to assist where necessary.

During the initial part of a disaster, the assessment team makes a cursory evaluation of the situation and reports this information to the incident command center. After the initial evaluation, the assessment team will be assigned by the command center to follow up on existing situations or investigate new developments as information arrives from the response team.

### Response Team

The response team is made up of Tribal Maintenance, The Office of Health and Safety, Tribal Police and Emergency Medical Services personnel.

- Tribal Maintenance provides personnel with expertise in electrical, mechanical and plumbing issues and is responsible for correcting problems to which they are dispatched as quickly as possible. They are responsible for supervising untrained personnel assigned to them for debris cleanup to avoid further injuries and property damage and keep the incident command center informed of their progress or any complications.
- The Office of Health and Safety instructs personnel on safety and health compliance and insurance claims knowledge and is responsible for providing initial assessment of damage and documenting damage for insurance purposes. In addition, Risk Management personnel assess the safety of damaged areas.
- Tribal Police provides personnel with knowledge in all areas of operations to maintain the highest level of security possible.
- Emergency Medical Services supplies Emergency Medical Technicians who provide first response for first aid situations.

### Departure

In the event of an extended evacuation, patrons, visitors, vendors and non-essential employees and their passengers will be advised to report to their vehicles. Once all parties are with their vehicles, Tribal Police will allow the vehicles to exit.

### Incident Command

The Tulalip Tribes drafted an Emergency Action Plan for the reservation and for tribal entities. This plan incorporates an Emergency Operations Center to manage and control emergencies such as those that require evacuation. The Emergency Operations Center takes control of the incident upon arrival. Once control is established, Tulalip Tribal management and employees may be asked



to assist. When assistance is no longer required, release managers and employees report to senior management for assignment.

## Blood-borne Pathogens Exposure Control Program

This program is designed to minimize or eliminate employee exposure to blood-borne pathogens. Further information may be found at [www.osha.gov](http://www.osha.gov) for 29 CFR 1910.1030.

### Job Classifications

All employees in the following job classifications may experience occupational exposure to infectious materials:

- Tribal Police Officers;
- Emergency Medical Technicians;
- EMS director, coordinator, supervisors and instructors;
- Fire Marshall;
- Emergency Services Coordinator;
- Environmental Services staff.

Some of the employees in the following job classifications may experience occupational exposure to infectious materials:

- Maintenance supervisors and workers;
- First-aid first responders.

### Engineering and Work Practice Controls

Everyone at Quil Ceda Village will observe “universal precautions.” All human blood and certain human bodily fluids will be treated as if it is infectious for HIV, HAV, HBV, HCV or other blood-borne pathogens.

- Hand washing facilities should be readily available for each employee. If not available, antiseptic hand cleaner and clean cloths or paper towels will be provided.
- Employees must wash their hands immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.
- Following an exposure incident, employees must wash the exposed skin with soap and water or flush mucous membranes with water as soon as possible.
- Contaminated needles or other contaminated sharps will not be bent, recapped or removed except as noted below:
  - Needles may be recapped only by using a mechanical device or a one-handed technique;



- Needles may be removed using a mechanical device or a tool (i.e. forceps).
- Breaking or shearing contaminated needles is prohibited.
- Immediately or as soon as possible after use, contaminated reusable sharps will be placed in appropriate containers until properly processed.
- No eating, drinking, smoking, applying cosmetics or lip balm or handling contact lenses is allowed in an area where/when a reasonable likelihood of occupational exposure exists.
- No food or drinks shall be kept in refrigerators, freezers, shelves or cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.
- Employees must perform all procedures involving blood or other potentially infectious materials so as to minimize splashing, spraying, splattering or generating droplets of these substances.
- Specimens of blood or other potentially infectious material will be placed in a container which prevents leakage during:
  - Collection;
  - Handling;
  - Processing;
  - Storing;
  - Transporting;
  - Shipping.
- Equipment having possibly become contaminated with blood or other potentially infectious materials will be examined and decontaminated before servicing or shipping.

The Office of Health and Safety is responsible for examining and maintaining or replacing the engineering controls on an annual basis to ensure their effectiveness.

### Personal Protective Equipment (PPE)

When occupational exposure to blood-borne pathogens occurs, employers shall provide appropriate personal protective equipment (PPE) such as, but not limited to, gloves, gowns, laboratory coats, face shields or mask and eye protection and mouthpieces, resuscitation bags or other ventilation devices at no cost to the employee.

Employers shall provide training to each employee who is required by this section to use PPE. Each employee shall be trained to know at least the following:



- When PPE is necessary;
- Which PPE is necessary;
- How to properly put on, remove, adjust and wear PPE;
- Recognize the limitations of the PPE;
- Understand the proper care, maintenance, use life and disposal of the PPE.

## Housekeeping

The following housekeeping procedures must be followed:

- Clean and disinfect contaminated areas;
- Clean bins, pails, cans and similar receptacles immediately if visibly contaminated;
- Do not pick up broken glass directly with hands; use mechanical means such as broom and dust pans, tongs or forceps;
- Discard contaminated sharps in appropriate containers immediately or as soon as feasible;
- Handle contaminated laundry and waste as little as possible and with a minimum of agitation.

## Hepatitis B Vaccination and Post-Exposure Evaluation and Follow Up

The hepatitis B virus (HBV) vaccine and vaccination series are available at no cost to employees who have potential occupational exposure. The HBV vaccination is available after employees have received their required training and within ten working days of their initial job assignment unless:

- Employees have previously received the complete hepatitis B vaccination series,
- Antibody testing has revealed that employees are immune or
- The vaccine is not advised for medical reasons.

Employees who administer first aid as a secondary duty may receive a HBV vaccine within 24 hours after exposure. Employees receiving post-exposure HBV vaccination will be provided with all the post-exposure follow-up procedures listed in this plan.

Employees can initially decline the hepatitis B vaccination or request the vaccination at a later date at no cost to employees. Employees who decline the vaccination must sign the “Hepatitis B Vaccine Declination.”

If the U. S. Public Health Service recommends routine booster dose(s) of the hepatitis B vaccine, such booster dose(s) are available at no cost to employees.



Following a report of an exposure incident, exposed employees (if consenting) will receive a confidential medical evaluation and follow-up. The medical evaluation after exposure and medical follow-up will include the following:

- Documentation of the route(s) of exposure;
- A description of the circumstances during which the exposure occurred;
- The identification and documentation of the source individual (the identification is not required if employers can establish that identification is impossible or prohibited by state or local law);
- The collection and testing of the source individual's blood for HBV and HIV serological status;
- Post-exposure treatment for the employee, when medically indicated in accordance with the U. S. Public Health Service;
- Counseling;
- Evaluation of any reported illness.

The healthcare professional evaluating employees require the following information:

- A copy of the OSHA Blood-borne Pathogen Regulations (29 CFR 1910.1030), may be found at [www.osha.gov](http://www.osha.gov);
- A description of the exposed employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure;
- A description of the circumstances during which the exposure occurred;
- Results of the source individual's blood testing if available;
- All medical records applicable to treatment of the employee, including vaccination status (the employer must maintain a record of each covered employee's vaccination status).

Employees will receive a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for hepatitis B vaccination is limited to the following:

- Whether employees need hepatitis B vaccination;
- Whether employees have received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information as to that employees were informed:

- Of the results of the evaluation;



- About any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be in a written report.

Medical evaluations and procedures are at no cost to the employee and include the following:

- The hepatitis B vaccine or vaccination series;
- The post-exposure evaluation and follow-up, including treatment.

All medical evaluations are made by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. An accredited laboratory must conduct all laboratory tests at no cost to the employee. All medical records are kept in accordance with Tulalip Tribal Law.

## Communication of Hazards to Employees

Label the following with a biohazard label:

- All containers of regulated waste;
- All other containers used to store, transport or ship blood or other potentially infectious materials.

The biohazard label is florescent orange or orange-red with lettering or symbols in a contrasting color. String, wire, adhesive or another method that prevents its loss or unintentional removal must affix labels. Red bags or red containers may be substituted for labels.

## Training

All employees with potential occupational exposure will participate in a training program. The program is available to employees at the time of their first assignment to a task where occupational exposure may take place. Training occurs at least annually. Additional training will be provided when changes (such as modification of tasks or procedures) affect employees' occupational exposure.

Employees who are potentially exposed to infectious materials shall receive training, even if employees were allowed to receive the HBV vaccine after exposure.

The training program will include at least the following elements:

- Information on blood-borne pathogens; such information is found at [www.osha.gov](http://www.osha.gov) under 29 CFR 1910.1030.
- A general explanation of the epidemiology and symptoms of blood-borne diseases.
- An explanation of the modes of transmission of blood-borne pathogens.



- An explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve blood or other potentially infectious material exposure.
- An explanation of the use and method limitations that prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including information on its efficiency, safety, method of administration, the benefits of being vaccinated and that the vaccine is offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious material.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is available.
- Information on the post-exposure evaluation and follow-up required for the employee following an exposure incident.
- An explanation of the signs, labels and color coding.
- An opportunity for interactive questions and answers with the person conducting the training.
- A list of the name(s) of the trainer(s) and their qualifications will be provided. (The qualifications of the trainer(s) must meet or exceed OSHA standards.)

## Recordkeeping

Quil Ceda Village will establish and maintain an accurate medical record for each employee with occupational exposure as required under Tulalip Tribal Law.

Training records will be maintained for three years from the date of training.

The Office of Health and Safety will review and update this plan at least annually to reflect new or modified tasks and procedures, which affect occupational exposure and employee positions.

A copy of this plan will be kept in The Office of Health and Safety for employee use.



## Sharps Container Handling Procedures Policy

This policy is designed to assist minimizing or eliminating employee exposure to blood-borne pathogens as stated in our Blood-borne Pathogens Exposure Control Program.

1. Facilities personnel are to check the sharps container(s) in every restroom as part of their normal routine. If a sharps container is found to be full, facilities employees are to notify their lead or supervisor.
2. Facility leads or supervisors will respond to the location, remove the full container and replace it with a new empty one and lock the receptacle. The full sharps container would then be sealed with biohazard tape (as shown in Figure 1-1) and delivered to the Tulalip Health Clinic.

### Do's and Don'ts for Handling Sharps Disposal Containers



Fig.1-1: SHARPSCO



Check fill-level to determine if the container should be changed.



Don't strike, tap, shake or manipulate a sharps container for any reason.



Always use universal precautions when handling any potentially contaminated materials. Wash hands and wear personal protective equipment.



Don't carry a used sharps disposal container close to the body. For example, under the arm.



Don't allow patrons to treat the sharps container as a waste receptacle or hanger for personal items.

## Lock-out/Tag-out Program

### Purpose

Starting or the accidental or unexpected stored energy of any machinery with electrical equipment can cause injury or death.



Before any inspections or repairs are made on electrical equipment, the power should be turned off at the switch box, and the switch locked in the off position (locked-out). The switch or controls should be securely tagged to show that the equipment or circuits are being worked on (tagged-out).

Machinery being inspected or repaired must be isolated from all potentially hazardous energy sources, which must be locked-out and tagged-out. The machinery must also be free from all residual or accumulated energy before employees perform any servicing or maintenance activities as the unexpected release of stored energy could cause injury.

## Responsibility

Employees shall be instructed by their supervisor in the safety significance and practice of the lock-out and tag-out procedures.

Only authorized employees may lock-out or tag-out machines or equipment. Authorized employees are identified on each Hazardous Energy Control Procedure Form.

Affected employees and any other employees whose work operations are or may be in the area will be instructed in the purpose and use of lock-out or tag-out procedures by the director or department head.

Affected employees or their job titles are identified on each Hazardous Energy Control Procedure Form. Authorized employees will notify them whenever a lock-out or tag-out will occur, as well as when the equipment is placed back in service.

The management has the responsibility to approve all Hazardous Energy Control Procedures. Department directors or their designated alternates can give approvals.

## Training

Training will be given on lock-out/tag-out for all equipment or machines by the appropriate supervisor. Authorized and affected employees will be trained in the following:

- Information on Lock-Out under 29 CFR 1910.147 Hazardous Energy; such information can be found at [www.osha.gov](http://www.osha.gov);
- Types and magnitudes of energy sources;
- The limitations of tag-out;
- Lock-out and/or procedures for the isolation of energy sources;
- Procedures for removing lock and/or tags;
- Procedures for restoring energy.

Authorized employees will be given training prior to any initial involvement in lock-out/tag-out procedures.



Affected employees will be given training at the time of hiring.

Retraining will be given whenever a change in job assignment occurs, a change in equipment or processes that would create new hazards or whenever a change occurs in the Hazardous Energy Control Procedures of Quil Ceda Village.

The appropriate department head or director will maintain a list of trained employees and the dates of their training.

## Individual Procedure

### Preparation for Lock-Out or Tag-Out

1. Obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out.
2. Identify all affected employees by name or job title that may be involved in the impending lock-out and/or tag-out.

### Lock-Out or Tag-Out System Standard Procedure

All equipment must be locked-out or tagged-out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

1. Notify all affected employees that a lock-out or tag-out system is going to be initiated and the reason for it.
  - Authorized employees shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the associated hazards.
2. Shut down the equipment by normal stopping procedures.
3. Operate the equipment to be sure it is off. Operate the switch, valve or other isolating device(s) so that the equipment is isolated from its energy source(s).
  - Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lock-out and/or tag-out the energy isolating devices with assigned individual lock(s) or tag(s).

**Note:** Combination locks are prohibited for use in any lock-out of machines or equipment.

5. Do not attempt to operate any switch, valve or energy-isolating device when it is locked-out or tagged-out.

### Testing Equipment to Ensure Power Is Off

1. Notify all affected employees that a lock-out or tag-out system is going to be utilized and the reason for it.
  - Authorized employees shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the associated hazards.



2. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal controls to make certain the equipment will not operate.

**Caution:** Return operating control(s) to 'neutral' or 'off' position after the test.

- The equipment is now locked-out or tagged-out.

### **Releasing from Lock-Out/Tag-Out and Restoring Equipment to Normal Operation**

1. After servicing and/or maintenance are complete and equipment is ready for normal operations, check the area to ensure that no one is exposed.
2. Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.
3. Remove lock-out/tag-out devices and operate the energy-isolating devices to restore energy to the machine or equipment.

## Group Procedure

### **Group Lock-Out or Tag-Out Regulation**

Prior to the implementation of any group lock-out/tag-out, this procedure will be reviewed with all personnel affected or authorized by the group lock-out/tag-out event.

- One authorized employee coordinates the lock-out/tag-out procedure for all group lock-out/tag-out events.
- All employees affix their lock or tag to the equipment being serviced or having maintenance performed.
- No employee is allowed to remove another employee's lock or tag.
- All employees remove their own lock or tag when their part of the operation is completed.
- When service or maintenance involves more than one shift, members of the off-going shift will remove their locks and/or tags as the members of the on-coming shift apply their locks and/or tags.
- When equipment has room for one lock only, the coordinator of the procedure places the lock on the equipment and the key in a cabinet or box. All employees then affix their lock to the cabinet or box.

## Outside Service or Contractor Personnel

Outside personnel or contractors who may be affected by the lock-out/tag-out procedures must submit their energy control procedures to the department



director. Affected Quil Ceda Village employees will be trained and notified of the proper procedures by the appropriate department director.

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## Aerial Platform/Lift Equipment Code

Aerial platforms/lift equipment includes the following:

- Vehicle-mounted, elevating and rotating work platforms.
- Sub-part powered platforms, man lifts and vehicle-mounted work platforms.
- “Vehicle mounted elevating and rotating work platforms,” ANSI A92.2-1969.

### Responsibilities of Employees (as Operator)

#### Basic Principles

Supplement the information in this document with good judgment, safety control and caution in evaluating each situation. Since the operator is in direct control of the aerial platform, conformance with good safety practices is the responsibility of the operator. The safety of the operator and the other personnel on the platform is dependent on the operator’s decisions regarding the use and operation of the aerial platform.

#### Manuals

Operators shall be familiar with the information in and the location of the operating safety manuals, which are stored on the aerial platform, and will consult them when questions arise with respect to the aerial platform. The operating safety manuals include the manual that defines the responsibilities of dealers, owners, lessors, lessees, users and operators.

#### Pre-start Inspection

Before use each day or at the beginning of each shift, the aerial platform shall be given a visual inspection and functional test including but not limited to the following:

- Operating and emergency controls;
- Safety devices;
- Personal protective devices, including fall protection;
- Air, hydraulic and fuel system leaks;
- Cables and wiring harness;
- Loose or missing parts;
- Tires and wheels;
- Placards, warnings and control markings;
- Outriggers, stabilizers and other structures;



- Guardrail system;
- Items specified by the manufacturer.

### **Problems or Malfunctions**

Any problems or malfunctions that affect operations safety shall be reported immediately to the appropriate director and the health and safety officer and will be repaired before using of the aerial platform.

### **Training**

Operators shall be trained either on the same model of the aerial platform or one having operating characteristics and controls consistent with the one to be used during actual worksite operation. Operator trainees shall operate the aerial platform in an area free of obstructions and under the direction of a qualified person for a time sufficient to determine that trainees display operation proficiency of the aerial platform. Only properly trained and authorized personnel shall be permitted to operate the aerial platform.

### **Before Operation**

Before being authorized to operate an aerial platform, operators shall have:

- Received instruction from a qualified person in the intended purpose and function of each control;
- Read and understood the manufacturer's/owner's operating instructions and safety rules or been trained by a qualified person on the contents of the manufacturer's/owner's operating instructions and safety rules;
- Understood by reading or by having a qualified person explain all decals, warnings and instructions displayed on the aerial platform.

### **Work Place Inspection**

Before the aerial platform is used and during use, operators shall check the area in which the aerial platform is to be used for possible hazards such as:

- Drop-offs or holes;
- Bumps and floor obstructions;
- Debris;
- Overhead obstructions and high voltage conductors;
- Hazardous locations;
- Inadequate surface and support to withstand all load forces imposed by the aerial platform in all operating configurations;
- Wind and weather conditions;
- Other possible unsafe conditions.



## **During Operation**

The aerial platform shall be used in accordance with this standard. Operators must ensure the following before each elevation of the platform:

1. The aerial platform is operated on a surface within the limits specified by the manufacturer.
2. The outriggers, stabilizers, extendible axles or other stabilizing methods are used as required by the manufacturer.
3. Guardrails are installed and access gates or openings are closed per manufacturer instructions.
4. The load and its distribution on the platform and any platform extension are in accordance with the manufacturer's rated capacity for that specific configuration.
5. Adequate clearance from overhead obstructions is available.
6. The required minimum safe approach distances (MSAD) to energized power lines and parts are maintained.
7. Operators and all other personnel on the platform are wearing the required fall protection devices and other safety gear at all times.

## **Warnings and Instruction**

Operators and other personnel on the platform shall comply with the following requirements:

- **Personnel Footing:** Personnel shall maintain firm footing on the platform floor while working. Use of planks, ladders or any other device on the aerial platform for achieving additional height or reach shall be prohibited.
- **Other Moving Equipment:** When other moving equipment or vehicles are present, special precautions shall be taken to comply with local ordinances or safety standards established for the workplace. Warnings such as, but not limited to, flags, roped-off areas, flashing lights and barricades shall be used.

## **Reporting Problems or Malfunctions**

Operators shall immediately report any problems or malfunctions that become evident during operation to the supervisor. Any problems or malfunctions that affect the safety or operations shall be repaired prior to continued use of the aerial platform.

## **Reporting Potential Hazardous Locations**

Operators shall immediately report to the supervisor any potential hazardous locations (environment) that become evident during operation.

## **Altering Safety Devices**

Altering or disabling interlocks or other safety devices is prohibited.



### **Entanglement**

Care shall be taken to prevent rope, electric cords, hoses, etc. from becoming entangled in the aerial platform.

### **Capacity Limitation**

Aerial platform rated capacities shall not be exceeded when loads are transferred to the platform at any height.

### **Work Area**

Operators shall ensure that the area surrounding the aerial platform is clear of personnel and equipment before lowering the platform. No patrons or other non-required personnel are to be under or in the immediate vicinity of the platform at any time.

### **Fueling**

The engine shall be shut down while fuel tanks are being filled. Fueling shall be done in a well-ventilated area free of flame, sparks or other hazards that may cause fire or explosion.

### **Battery Charging**

Batteries will be charged in a well-ventilated area that is free of flame, sparks or other hazards that may cause fire or explosion.

### **Platform Positioning**

The aerial platform shall not be positioned against another object to steady the platform.

### **Misuse as a Crane**

The aerial platform shall not be used as a crane.

### **Operating Areas**

The aerial platform shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds or similar equipment unless the manufacturer approves the application in writing.

### **Travel Conditions**

Under any travel conditions, operators shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, locations of personnel and other factors causing hazards of collision or injury to personnel.

### **Unauthorized Use**

Means shall be used to protect against use by unauthorized person(s).

### **Misuse as a Jack**

The platform of the aerial platform shall not be used to jack the wheels off the ground unless the manufacturer designs the machine for that purpose.



### **Snagged Platform**

If the platform or elevating assembly becomes caught, snagged or otherwise prevented from normal motion by an adjacent structure or other obstacle so that the control reversal does not free the platform, all personnel shall be removed from the platform before attempts are made to free the platform using ground controls.

### **Assistance to Operators**

If operators encounter any suspected malfunction of the aerial platform or potentially unsafe condition relating to capacity, operators shall cease operation of the aerial platform and request further information regarding safe operation before further operation of the aerial platform from management, dealer or manufacturer.

### **Modifications**

Operators shall not modify or concur in modifications or alteration to the aerial platform without the modifications being approved and certified in writing by the manufacturer.

## **Responsibilities of Quil Ceda Village Departments (as Owner and User)**

### **Basic Principles**

Supplement the information in this document with good job management, safety control and the application of sound principles of safety, training, inspection, maintenance, application and operation consistent with all data available regarding the intended use parameters and expected environment. Conformance and good safety practices are the responsibility of the Quil Ceda Village departments and operating personnel, including operators. Decisions on the use and operation of the aerial platform must be made while considering that the machine will be carrying personnel whose safety is dependent on those decisions.

### **Manuals**

Quil Ceda Village departments shall keep and maintain copy(s) of the operating and maintenance manual(s) as required. These manual(s) are considered an integral part of the aerial platform and are vital to communicate necessary safety information to users and operators.

### **Inspection and Maintenance**

Quil Ceda Village departments shall inspect and maintain the aerial platform as required, ensuring proper operation. The frequency of inspection and maintenance shall be determined by manufacturer recommendations and be compatible with operating conditions and the severity of the operating environment. Aerial platforms not in proper operating condition shall be



immediately removed from service until repaired. A qualified person shall make repairs in conformance with the manufacturer recommendations.

### **Frequent Inspections**

Quil Ceda Village departments shall implement frequent inspections on aerial platforms that have been:

- In service for three months or 150 hours, whichever comes first, and
- Out of service for a period longer than three months.

The inspection shall be made by a mechanic who is qualified on the specific make and model of the aerial platform. The inspection shall include all items specified by the manufacturer for a frequent inspection and shall include, but is not limited to, the following:

- All functions and their controls for speed(s), smoothness and limits of motion;
- Emergency lowering means;
- All chain and cable mechanisms for adjustment and worn or damage parts;
- All emergency and safety devices;
- Lubrication of all moving parts, inspection of filter element(s), hydraulic oil, engine oil and coolant, as specified by the manufacturer;
- Visual inspection of structural components and other critical components, such as fasteners, pins, shafts and locking devices;
- Placards, warnings and control markings;
- Items specified by the manufacturer;
- If necessary, correction and further inspection of all malfunctions and problems identified.

### **Annual Inspection**

Quil Ceda Village departments shall implement annual inspections performed on the aerial platform no later than 13 months from the date of the prior annual inspection. Inspections shall be made by a mechanic who is qualified on the specific make and model of the aerial platform. The inspection shall include all items specified by the manufacturer for an annual inspection.

### **Pre-start Inspection**

Before use each day or at the beginning of each shift, the aerial platform shall be given a visual inspection and function test including but not limited to the following:

- Operating and emergency controls;
- Safety devices;
- Personal protective devices, including fall protection;



- Air, hydraulic and fuel system leaks;
- Cables and wiring harness;
- Loose or missing parts;
- Tires and wheels;
- Placards, warnings and control markings;
- Outriggers, stabilizers and other structures;
- Guardrail system;
- Items specified by the manufacturer.

### **Maintenance Safety Precautions**

Before adjustments and repairs begin on an aerial platform, the following precautions shall be taken as applicable:

- All controls are in the “off” position and all operating features secured from inadvertent motion by brakes, blocks or other means;
- Power plant stopped and starting means are rendered inoperative;
- Platform lowered to the full down position, if possible, or otherwise secured by blocking or cribbing to prevent dropping;
- Hydraulic oil pressure relieved from all hydraulic circuits before loosening or removing hydraulic components;
- Safety props or latches installed where applicable as described by the manufacturer;
- Precautions specified by the manufacturer.

### **Replacement Parts**

When parts or components are replaced, they shall be identical or equivalent to the original aerial platform parts or components.

### **Maintenance Training**

Quil Ceda Village departments shall train their maintenance personnel in aerial platform inspection and maintenance in accordance with this standard and with the manufacturer recommendations.

### **Operator Training**

Whenever Quil Ceda Village departments direct or authorize an individual to operate an aerial platform, Quil Ceda Village departments shall ensure that individuals have been trained before operating the aerial platform in accordance with the manufacturer’s operating and maintenance manual, the Quil Ceda Village work instructions of the department and the requirements listed under “Responsibilities of Operators.”



## Model Training

Quil Ceda Village departments are responsible for operators being trained on the model of the aerial platform to be operated. Such training shall be in an area free of obstructions, under the direction of a qualified person and for a time sufficient to determine that the trainee displays proficiency in knowledge and actual operation of the aerial platform. Only properly trained and authorized personnel shall be permitted to operate the aerial platform.

## Trainees Training Record

Quil Ceda Village management shall maintain a record of the trainee's aerial platform instruction for at least three years.

## Before Operation

Before authorizing operators to use an aerial platform, Quil Ceda Village departments shall ensure that operators have:

- Been instructed by a qualified person in the intended purpose and function of each control;
- Read and understood the manufacturer's operating instructions and Employee Safety Manual of Quil Ceda Village or been trained by a qualified person on the contents of the manufacturer's operating instructions and Employee Safety Manual of Quil Ceda Village;
- Understood by reading or by having a qualified person explain all decals, warnings and instructions displayed on the aerial platform;
- Determined that the purpose for which the aerial platform is to be used is within the scope of the intended applications defined by the manufacturer;
- Been provided with approved fall protection devices and other safety gear for all personnel on the platform.

## Work Place Inspection

Before the aerial platform is used and during use, Quil Ceda Village departments shall check the area in which the aerial platform is to be used for possible hazards such as:

- Drop-offs or holes;
- Bumps and floor obstructions;
- Debris;
- Overhead obstructions and high voltage conductors;
- Hazardous locations;
- Inadequate surface and support to withstand all load forces imposed by the aerial platform in all operating configurations;
- Wind and weather conditions;



- Other possible unsafe conditions;
- Presence of unauthorized persons.

### **During Operation**

The aerial platform shall be used in accordance with this standard. Quil Ceda Village departments shall direct operators to ensure the following before each elevation of the platform so that:

1. The aerial platform is operated on a surface within the limits specified by the manufacturer;
2. The outriggers, stabilizers, extendible axles or other stabilizing methods are used as required by the manufacturer;
3. Guardrails are installed and access gates or openings are closed per manufacturer instructions;
4. The load and its distribution on the platform and any platform extension are in accordance with the manufacturer's rated capacity for that specific configuration;
5. There is adequate clearance from overhead obstructions;
6. The minimum safe approach distances (MSAD) to energized power lines and parts are maintained as required;
7. The precautions defined in this standard are followed during operation of the aerial platform.

### **Warnings and Instruction**

Quil Ceda Village departments shall direct operating personnel and supervise work to ensure operation in compliance with the following requirements:

- **Personnel Footing:** Personnel shall maintain firm footing on the platform floor while working. Use of planks, ladders or any other device on the aerial platform for achieving additional height or reach shall be prohibited.
- **Other Moving Equipment:** When other moving equipment or vehicles are present, special precautions shall be taken to comply with local ordinances or safety standards established for the workplace. Warnings such as, but not limited to, flags, roped-off areas, flashing lights and barricades shall be used.

### **Reporting Problems or Malfunctions**

Operators shall immediately report to the supervisor any problems or malfunctions that become evident during operation. Any problems or malfunctions that affect the safety or operations shall be repaired prior to continued use of the aerial platform.

### **Altering Safety Devices**

Altering or disabling interlocks or other safety devices is prohibited.



### **Entanglement**

Care shall be taken to prevent rope, electric cords, hoses, etc. from becoming entangled in the aerial platform.

### **Capacity Limitation**

Aerial platform rated capacities shall not be exceeded when loads are transferred to the platform at any height.

### **Work Area**

Operators shall ensure that the area surrounding the aerial platform is clear of personnel and equipment before lowering the platform. No patrons or other non-required personnel are to be under or in the immediate vicinity of the platform at any time.

### **Fueling**

The engine shall be shut down while fuel tanks are being filled. Fueling shall be done in a well-ventilated area that is free of flame, sparks or other hazards that may cause fire or explosion.

### **Battery Charging**

Batteries shall be charged in a well-ventilated area that is free of flames, sparks or other hazards that may cause fire or explosion.

### **Platform Positioning**

The aerial platform shall not be positioned against another object to steady the platform.

### **Misuse as a Crane**

The aerial platform shall not be used as a crane.

### **Operating Areas**

The aerial platform shall not be operated from a position on trucks, trailers, railway cars, floating vessels, scaffolds or similar equipment unless the manufacturer approves the application in writing.

### **Travel Conditions**

Under any travel conditions, operators shall limit travel speed according to conditions of ground surface, congestion, visibility, slope, locations of personnel and other factors causing hazards of collision or injury to personnel.

### **Unauthorized Use**

Means shall be used to protect against use by unauthorized person(s).

### **Assistance to Operators**

If Quil Ceda Village departments are unable to answer operators' questions related to rated capacity, intended use, maintenance, condition or safety of operations of the aerial platform, The Office of Health and Safety shall obtain the



proper information from the dealer or manufacturer and provide that information to operators before the aerial platform is used in the application of concern.

### **Shutdown of Aerial Platform**

Quil Ceda Village departments shall authorize and direct personnel to cease operation of the aerial platform for any suspected malfunctions, hazards or potentially unsafe conditions of the aerial platform encountered and will request further information as to safe operation from the dealer or manufacturer before further operation of the aerial platform.

### **Record Retention**

All Quil Ceda Village departments shall retain the following records for at least three years:

- Records of the operator(s) trained on each model of an aerial platform;
- Written records of the frequent and annual inspections performed by Quil Ceda Village departments. Records shall include the date of inspection, any deficiencies found, the corrective action recommended and identification of the inspector(s).
- Written records of all aerial platform repairs, including the repair date, a work description and the identification of the repair person(s).

### **Modifications**

All Quil Ceda Village departments shall not modify or concur in modifications or alteration to the aerial platform without the modifications being approved and certified in writing by the manufacturer.

### **Safety Bulletins**

All Quil Ceda Village departments shall comply with manufacturer or dealer safety-related bulletins.

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## Forklift Operation Procedures

### Introduction

These procedures use the terms provided in OSHA regulation, 1910.178. These terms are “powered industrial truck” and “operator,” which are the same as the commonly known “forklift” or “lift truck” and “driver.”

### Purpose

The Quil Ceda Village policy is to permit only trained and authorized personnel to operate powered industrial trucks. This policy is applicable to both daily operators and those who occasionally use a powered industrial truck.



## Training Program

Under no circumstances shall employees operate a powered industrial truck/forklift until they have successfully completed a forklift operation training program. All new operators shall complete training regardless of claimed previous experience.

The training program includes classroom instruction and operational training on each specific powered lift truck to be utilized by employees in their work area.

Classroom training consists of:

- Policy review by employees;
- Forklift operating and safety training video(s) review;
- Successful examination completion;
- Vehicle types;
- Nomenclature/operating principles of a powered industrial truck;
- Preventive maintenance/pre-operational equipment checks;
- Safe operating rules.

The operational training program will cover:

- Pre-operational checklist procedures;
- Operational review of each powered industrial truck that employees are expected to operate, including:
  - Using controls properly;
  - Maneuvering skills;
  - Selecting and picking up loads;
  - Driving with a load;
  - Stacking and moving loads;
  - Docking safety;
  - Re-fueling/charging operations.

## Responsibilities

Appropriate department directors are responsible for providing training, retraining and certifying employees.

The Human Resource department maintains training and certification records for Powered Industrial Trucks in qualified employee files.

Retraining occurs at least once every three years or through recommendation in a performance evaluation as required by Tulalip Tribal Law.



## Pre-Operational Procedures

Quil Ceda Village requires operators to perform pre-operational equipment checks on powered industrial trucks before the beginning of each shift during which the trucks are utilized.

Operators are to complete the Daily Lift Truck Checklist.

- Complete the form completely with no blank spaces.
- If an item does not apply, use N/A (not applicable).
- Accurately fill out the comment section by noting any operational or visual defects so the problem can be repaired before the truck becomes unsafe to operate.
- Describe problems thoroughly so that issues can be identified immediately.

If a completed checklist form is not present on the powered industrial truck, then the truck may not be operated until a checklist is completed.

If the lift truck is safe to operate:

1. Place the completed checklist form in the container on the vehicle. The receptacle serves as a visual notice to all operators that the equipment was inspected at the beginning of the shift and may be used during the entire shift without another inspection.
2. At the end of the shift, turn in the checklist to the responsible manager or supervisor who reviews the checklist for accuracy, completeness and any defects noted.

If the lift truck is unsafe to operate:

1. Note the detailed information on the checklist.
2. Remove the key from the powered industrial truck and place a “DANGER – DO NOT OPERATE” tag on the steering wheel or control lever of the powered industrial truck.
3. Take the completed checklist to the supervisor or manager and inform of the problem.
  - The supervisor or manager will complete a work order form and schedule the lift truck for repair.
  - Once the work order is written, the lift truck checklist will be sent back to the supervisor or manager for proper filing.
4. Do not operate a defective powered industrial truck or one that has a “DANGER – DO NOT OPERATE” tag placed on the steering wheel or control levers.

Operating a defective powered industrial truck is against Quil Ceda Village policy and appropriate disciplinary action will be enforced for operators who ignore this policy, up to and including termination.



The Quil Ceda Village department management must retain all Daily Lift Truck Checklist forms for each vehicle for six months. The file should be updated each month by disposing of the previous month's checklist so that Quil Ceda Village always has a constant six-month record retention of these forms.

## Operating Procedures

- Lift trucks shall not be driven to anyone standing in front of any fixed object such as a bench.
- All body parts (hands, arms, head, feet, legs, etc.) are prohibited outside the operator compartments of the truck, between the uprights of the mast or within the reach mechanism or other attachments of the truck.
- No passengers are allowed to ride on powered industrial trucks.
- Operators shall not block access to fire or emergency exits, stairways, fire equipment or electrical panels.
- Under all travel conditions, the truck shall be operated at a speed that will permit it to stop in a safe manner.
- Stunt driving and horseplay is prohibited.
- Operators must slow down for wet and slippery surfaces.
- Running over loose objects is prohibited.
- Operators are responsible for cleaning up all fluid leaks (oil, hydraulic, transmission, etc.). See [Clean-Up Procedures](#) in the [Hazard Communication Program](#) section.
- Operators are required to report all lift truck accidents involving personnel, building structures and equipment to department management.
- Operators shall handle loads only within the capacity rating of the truck.
- Lift trucks shall not be used for any purpose other than for what they were designed.
- No person shall be allowed to stand or pass under the elevated portion of any truck whether empty or loaded.
- Lift trucks shall not be started or any of its functions or attachments operated from any position but the designated operator's position.
- Operators must use seat belts or other restraining devices if the powered industrial truck is equipped with these devices.
- When using an order picker lift truck, operators shall wear the safety belt harness secured to a lanyard at all times during operation of the unit, including horizontal as well as vertical operation.
- Operators shall look 360 degrees before traveling with a lift truck, especially when in reverse.



- Operators shall observe all traffic regulations and, under normal traffic conditions, keep to the right lane.
- A safe distance of approximately three truck lengths shall be maintained when following another lift truck, and operators shall keep their truck under control at all times.
- Operators shall not pass another truck that is traveling in the same direction.
- Operators shall yield the right of way to pedestrians at all times.
- Operators shall slow down and sound the audible warning device (horn) at cross aisles and other locations (doorways, etc.) where vision is obstructed.
- Operators must keep a clear view of the path of travel and watch for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.
- When the forks are empty, operators shall travel with the forks at a negative pitch as low to the floor as practical. Operators are responsible for adjusting the height of the forks to a safe level when operating terrain warrants.
- When traveling with a load on the forks, operators shall travel with the load as low to the floor as is practical with the load tilted back slightly for improved stability.
- Operators of a narrow aisle reach truck that is unloaded shall not travel until the forks are fully retracted and positioned with the forks at a negative pitch as low to the floor as is practical. Operators are responsible for adjusting the height of the forks to a safe level when operating terrain warrants.
- When ascending or descending a grade or incline, operators shall:
  - Proceed slowly and with caution;
  - Drive with the load positioned upgrade or uphill when the truck is loaded;
  - Tilt or raise the forks and attachments only as far as necessary to clear the ground surface.
- At no time shall a powered industrial lift truck be parked on inclines, ramps or dock plates.
- A powered industrial truck is considered to be “attended” when operators are less than 25 feet from the truck and remains in their view. Before leaving the operators’ position, operators shall:
  1. Bring the truck to a complete stop.
  2. Place directional controls in neutral.
  3. Apply the parking brake.
  4. Lower the forks or attachments fully until they rest on the floor.



- When lowering unloaded forks, forks shall be tilted forward first and then lowered to the ground until the tips of the forks come in contact with the ground.
- A powered industrial truck is considered to be “unattended” when operators are more than 25 feet from the truck and remains in their view. Before leaving the operators’ position in this instance, operators shall:
  1. Follow the procedures in the bullet above.
  2. Stop the engine or turn off the controls.
- When removing battery covers to add or inspect electrolyte levels, operators shall wear goggles, rubber gloves and an apron. Protective equipment is not required when filling batteries equipped with an automatic filler.
- If the lift truck is not put on a charge during off-shifts or weekends, operators shall disconnect the battery plug from the truck plug.
  - **Note:** During normal production operation, the lift truck may remain plugged into the battery when left unattended.
- If applicable, to change an LP gas tank, the operator shall:
  1. Put on leather work gloves and goggles.
  2. Disconnect lift truck valve from the empty LP cylinder.
  3. Replace with a full cylinder.
    - **Note:** The pin on the lift truck must fit into the cutout hole(s) provided on the LP cylinder which is required by law.
  4. Strap in the cylinder and reconnect the truck valve securely to the cylinder outlet.
  5. Open the cylinder valve and listen for leaks.
  6. If leaking, close cylinder valve and slowly uncouple the fuel valve.
    - a. Try to re-connect.
    - b. If still leaking, try a different cylinder and notify department management of the faulty cylinder.
  7. If no leaks are present, operate the lift truck.
    - Lift trucks shall not be operated with a leak in the fuel system until the leak has been corrected.
- When unloading or loading semi-trailers, operators shall:
  1. Engage dock lock mechanism and light before entering the trailer.
    - a. If the dock lock is malfunctioning or cannot be secured to the semi-trailer due to trailer damage, place wheel chocks under the rear wheels of the trailer prior to loading or unloading.



2. Check the condition of the dock leveler plate and trailer floor before entering.
- When unloading or loading 28 foot (or smaller) trailers, operators shall:
    1. Follow the procedures outlined in the bullet above.
    2. Assure that the semi-tractor is coupled to the trailer or the fixed jack on the front of the trailer is lowered to the ground to prevent the two trailers from tipping forward.
  - Operators shall use the following back up procedure and sequence:
    1. Pivot at the waist and inspect the area of operation in the rear of the fork truck, watching for obstructions and pedestrians.
    2. Blow the horn to alert any pedestrians that may or may not be visible.
    3. Engage the directional lever to the reverse position.
    4. Concentrate on the removal of the forks from the load to avoid any load disturbance as the fork truck is backed out of the load.
    5. Stop the fork truck 18" to 24" away from the load resting location and lower the forks to the proper travel height and angle.
  - During load placement, operators shall:
    1. Square the fork truck with the load resting location.
    2. Stop the fork truck 18" to 24" away from the load resting location.
    3. Raise the load to proper entry height.
    4. Drive forward with the load and position the load over its resting location.
    5. Lower the load to a height of 4" if possible.
    6. Tilt the load forward to a level position.
    7. Lower the load to its resting platform.
    8. Back up the unit using proper back up procedures and sequence discussed in the previous bullet.
  - During load retrieval, operators shall:
    1. Square the fork truck with the load resting location.
    2. Stop the fork truck 18" to 24" away from the load resting location.
    3. Raise the forks to eye level and level the forks to a horizontal position.
    4. Raise/lower the forks to the proper entry height.
    5. Enter the load and maintain the clearance around the forks to avoid load disturbance.
    6. Raise the load so it is completely suspended from its resting platform.
    7. Tilt the load back.



8. Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit.
9. Back up the unit using proper back up procedures and sequence (see above).
10. Back up the fork truck 18" to 24" and stop.
11. Lower the load to the proper travel height.

## Personal Protective Equipment

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### General Requirements

Personal protective equipment (PPE) includes equipment for eyes, face, head and extremities as well as protective clothing, respiratory devices and protective shields and barriers. PPE shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary for process or environment hazards, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment to any part of the body through absorption, inhalation or physical contact.

### Hazard Assessment and Equipment Selection

Employers shall assess the workplace to determine if hazards are present or are likely to be present which necessitate the use PPE. If such hazards are present or likely to be present, employers shall select and have affected employees use the PPE type that will protect affected employees from the hazards identified during the hazard assessment.

### Training

Employers shall train employees who are required by this section to use PPE. Employees shall be trained to know at least the following:

- When PPE is necessary;
- Which PPE is necessary;
- How to properly put on, remove, adjust and wear PPE;
- The limitations of the PPE;
- The proper care, maintenance, useful life and disposal of the PPE.

Affected employees shall demonstrate an understanding of the training and properly use the PPE before being allowed to perform work requiring the use of PPE.

Employers shall verify that affected employees have received and understand the required training through a written certification that contains the trained employee name, the training date(s) and certification subject name.



## Eye and Face Protection

### General Requirements

Employers shall ensure that affected employees use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation. Employers shall ensure that affected employees use side eye protection when a hazard from flying objects exists.

Employers shall ensure that affected employees who wear prescription lenses while engaged in operations that involve eye hazards wear eye protection that incorporates the prescription in its design or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Protective eye and face devices purchased after July 5, 1994, shall comply with ANSI, Z-87.1-1989. Eye protection should have Z-87 stamped on the devices which indicates the eye protection meets ANSI requirements. Eye protection not having this stamp shall not be used.

## Respiratory Protection

### General Requirements

Preventing atmospheric contamination is the primary objective to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. Implementing engineering control measures assists in meeting this objective. Examples of engineering controls include enclosure or confinement of the operation, general and local ventilation and substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used.

If any Quil Ceda Village department needs to use respirators, contact The Office of Health and Safety prior to use for further instructions on proper type, cartridge, storage and fit testing of needed respirator. A respiratory protection program 1910.134(c) will be implemented.

## Head Protection

### General Requirements

Employers shall ensure that affected employees wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects. Employers shall ensure that affected employees wear a protective helmet designed to reduce electrical shock hazard when working near exposed electrical conductors which could contact the head.

Protective helmets purchased after July 5, 1994, shall comply with ANSI-89.1-1986. All protective helmets should be labeled or stamped with Z-89. If the



protective helmet does not have such identification, the helmet should not be used as it does not meet the ANSI requirement for worker protection.

## Foot Protection

### General Requirements

Employers shall ensure that affected employees use protective footwear when working in areas where foot injury danger exists due to moving or cutting machinery, falling or rolling objects, piercing objects and where feet are exposed to electrical hazards or any other potential foot hazards.

Protective footwear purchased after July 5, 1994, shall comply with ANSI Z41-1991. Protective footwear that is not labeled with the Z-41 label should not be worn as it is not in compliance with ANSI standards for protective foot wear and has not proven effective for protection.

## Hand Protection

### General Requirements

Employers shall select and require employees to use appropriate hand protection when their hands are exposed to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes. Employers shall select the appropriate hand protection by evaluating the performance characteristics with the task(s) to be performed, conditions present, duration of use and the hazards and potential hazards identified.

## Ladder Safety

### Portable Wooden Ladder Requirements

This section is intended to prescribe rules and establish minimum requirements for the construction, care and use of common types of portable wood ladders to insure safety under normal conditions of usage. Other types of special ladders, fruit picker ladders, combination step and extension ladders, stockroom step ladders, aisle-way step ladders, shelf ladders and library ladders are not specifically covered by this section.

All wood parts shall be free from sharp edges and splinters, sound and free by visual inspection of shake, wane, compression failures, decay or other irregularities. Low density wood shall not be used. Ladders should be maintained in good condition at all times. The joint between the steps and side rails shall be tight, all hardware and fittings securely attached and the movable parts able to operate freely

### Portable Metal Ladder Requirements

Because of the wide variety of metals and design possibilities, specific design and construction requirements are not part of this section. However, the design



shall exhibit no structural defects or accident hazards such as sharp edges, burrs, etc. The metal selected shall be of sufficient strength to meet test requirements and be protected against corrosion unless inherently corrosion-resistant. Rungs and steps shall be corrugated, knurled, dimpled, coated with skid-resistant material or otherwise treated to minimize the possibility of slipping.

Ladders shall be maintained in good condition at all times. The joint between the steps and side rails shall be tight, all hardware and fittings securely attached and the movable parts operate freely without binding or with undue play.

### **Ladder Safety Tips**

- Inspect ladders before use for physical defects.
- Do not paint ladders except for numbering purposes.
- Do not use ladders for skids, braces, workbenches or any purpose other than climbing.
- Do not carry objects when ascending or descending a ladder that prevents grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If ladder must be placed over a doorway, barricade the door to prevent its use and post a warning sign.
- Allow only one person on a ladder at a time.
- Do not jump from a ladder when descending.
- Assure all joints between steps, rungs and side rails are tight.
- Assure that safety feet are in good working order and in place.
- Free rungs from grease and/or oil.

For more information on ladder safety, contact The Office of Health and Safety.

## **Permit Required Confined Space**

### **Confined Space Definition**

A confined space is an area that:

- Is large enough and so configured that employees can bodily enter and perform assigned work and
- Has limited or restricted means for entry or exit (i.e. tanks, vessels, silos, storage bins, hoppers, vaults and pits) and
- Is not designed for continuous employee occupancy.

### **Potential Confined Space Hazards**

- Engulfment and drowning;
- Presence of toxic gases;



- Presence of explosive/flammable gases;
- Oxygen deficiency.

### **Permit-Required Confined Space Characteristics**

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section;
- Contains any other recognized serious safety or health hazard.

### **Permit-Required Confined Space Program**

The overall program is designed to control and, where appropriate, protect employees from permit space hazards and regulate employee entry into permit spaces.

Employers shall evaluate the workplace to determine if any spaces are permit-required confined spaces.

For more information or proper permit for confined space entry, contact the Office of Health and Safety.

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## Vehicle Maintenance

### **Purpose**

This policy establishes a safe motor vehicle procedure for Quil Ceda Village and provides all employees and persons authorized to use vehicles with the services and driver responsibilities of using motor vehicles while performing assigned duties of Quil Ceda Village.

### **Authorized Use of Vehicles**

#### **Valid Driver License**

All employees and authorized drivers must present a valid Washington State driver license to the Human Resource Department at the time of hire for positions requiring employees to drive.

If for any reason employees have their license suspended or revoked, employees must give oral notice to their manager or supervisor within five days of suspension or revocation of their driver license. The manager or supervisor is then obligated to withdraw permission from allowing such employees from driving tribal vehicles.



### **Authorization and Use of Assigned Vehicles**

Motor vehicles may be assigned to a single employee or person or retained within a department for use by several employees or persons at the department manager's discretion.

Vehicles that are used by a department for specific duties or purposes and purchased with department funds may be permanently assigned to that manager's department.

Anyone using tribal vehicles for personal reasons is prohibited. Department managers are limited to authorizing vehicle use for tribal business purposes only except under the circumstances outlined in section 2, paragraph 3 in the "Tulalip Tribes Vehicle Policy."

### **Passenger Policy**

Passengers shall be responsible for any damage they cause to the vehicle and any equipment or materials contained in the vehicle.

### **Use of Seat Belts**

The driver and passengers of Tulalip Tribe's vehicles shall wear seat belts at all times while the vehicle is being operated.

### **Smoking Prohibited**

Smoking in tribal vehicles owned, leased, rented or otherwise is prohibited.

### **Traffic Violations**

Vehicle operators are responsible for vehicle parking and moving citations. Citation fines shall be paid or appealed in a timely manner. Serious or repeated traffic violations may prohibit employees from further driving a tribal vehicle.

### **Cell Phone Use**

Employee use of a cell phone or any other communication device (i.e. Direct Connect) while operating a tribal vehicle is prohibited. The only exception is the use of a hands free device; department managers shall provide an appropriate hands free device for employees that require cell phones and drive tribal vehicles.

## **Accidents and Incidents**

All accidents in tribal vehicles owned, leased, rented or otherwise must be reported immediately to the Licensing and Insurance program. (Susan Moses, 360-651-4103)

All on-duty incidents involving a tribally-owned, rented or leased vehicle that could result in a violation, citation, charge, arrest, warrant or civil action must immediately be reported to that employees' manager or a non-employee must report any incidents of such to the manager who authorized use of that vehicle.



All incidents involving an owned, rented, or leased tribal vehicle regarding the use of controlled substances or intoxicating beverages, impairment resulting from prescription drugs, illness or medical condition or other factors that impair concentration and operation of a vehicle must be reported to the department manager or supervisor.

Failure of the Tulalip Tribes authorized or designated drivers to report incidents involving tribal vehicles owned, rented, leased or otherwise as soon as possible after the occurrence, but no later than the next business day, may result in a major offense of Human Resource Ordinance 84.

All accidents and incidents involving tribal vehicles should be reported to the department supervisor manager and the Licensing and Insurance program. (Susan Moses, 360-651-4103)

## Vehicle Maintenance

### **Maintenance of Assigned Vehicle**

Department managers shall ensure that any vehicle assigned or vehicle in possession of that department shall be taken to the Tulalip Tribes Auto Maintenance Department for regularly scheduled maintenance which shall not exceed every three months. The Auto Maintenance Department is responsible for vehicle maintenance of the Tulalip Tribes motor vehicle fleet of cars, trucks and buses.

If the vehicle is inoperable or unsafe to drive, drivers must call the Auto Maintenance Manager stating the nature of the problem. The next course of action is to be determined by Auto Maintenance.

### **Daily Vehicle Inspection**

All drivers shall fill out a daily vehicle checklist form at the start of their shift. The form may be found at the end of this section. The checklist will ensure that the vehicle is safe to operate for that day. If any defects are found, drivers shall notify their immediate supervisor to correct the problem. If the vehicle defect cannot be corrected at the department level, it should be taken to the Automotive Maintenance Department for corrective action.

Drivers will sign the vehicle checklist, indicating that all appropriate items have been checked and turn in the completed checklist to their supervisor. Drivers will check only the items that pertain to the type of vehicle they are using. The Daily Vehicle Checklist Form shall be kept on file within the department for six months. After six months the forms should be given to the Office of Health and Safety.



### Daily Vehicle Checklist Form

Vehicle Number: \_\_\_\_\_ Type: Gasoline  Diesel

Odometer/Hour Meter Reading: \_\_\_\_\_ Date: \_\_\_\_\_ Shift: \_\_\_\_\_

**OPERATOR MUST COMPLETE CHECKLIST AT START OF SHIFT**

*Hand in to supervisor/manager when checklist completed.*

- Check each of the areas that pertain to your vehicle.
- Visual Checks and Operations check. **Notes:** \_\_\_\_\_
- Tire Condition \_\_\_\_\_
- Horn \_\_\_\_\_
- Steering \_\_\_\_\_
- Head and Tail Lights \_\_\_\_\_
- Warning Lights \_\_\_\_\_
- Service Brake \_\_\_\_\_
- Parking Brake \_\_\_\_\_
- Fluid Levels \_\_\_\_\_
- Battery \_\_\_\_\_
- Battery Plug Condition \_\_\_\_\_
- Battery Indicators \_\_\_\_\_
- Other Gauges \_\_\_\_\_
- Hydraulic Controls \_\_\_\_\_
- Fluid Leaks \_\_\_\_\_
- Hose Reel \_\_\_\_\_
- Seat belts \_\_\_\_\_
- Forks \_\_\_\_\_
- Mast \_\_\_\_\_
- Overhead Guard \_\_\_\_\_

I have performed the above inspection and have found each item in proper working order or I have noted defects under "Notes" and advised the on-duty supervisor/manager.

Operators Name - Print: \_\_\_\_\_

Operators Name - Sign: \_\_\_\_\_



## Change History

The table below is used to document future changes made to this manual. If changes are made to the document for any reason such as an addition of information or upgraded application version changes, please note the required information and detail the changes in the space provided.

| Date    | Name           | Version | Changes   |
|---------|----------------|---------|---|
| 2/1/08  | Matt Humphreys | v.1.0   | Completed draft.  |
| 4/8/08  | Brenna Johnson | v.1.1   | Completed editing.  |
| 7/3/08  | Matt Humphreys | v. 1.2  | Added Vehicle Maintenance Policy  |
| 7/7/08  | Brenna Johnson | v.1.2   | Edited and formatted changed items.   |
| 7/15/08 | Matt Humphreys | v.1.2   | Corrected "company" to read "municipality" and deleted "draft." Approved by the QCV Village Council with those changes as policy. |
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