



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
FACILITY/SPANISH MANUAL

REVISION DATE
11/16/21

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NUMBER
DOC 890.130

POLICY

TITLE
**JOB SAFETY ANALYSIS, HAZARD ASSESSMENTS,
AND PERSONAL PROTECTIVE EQUIPMENT**

REVIEW/REVISION HISTORY:

Effective: 1/15/97
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 Revised: 7/1/11
 Revised: 8/15/16
 Revised: 4/8/20
 Revised: 11/16/21

SUMMARY OF REVISION/REVIEW:


I.B. - Updated terminology

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

11/2/21
 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 296-800-160](#); DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program; DOC 890.000 Safety Program; DOC 890.620 Emergency Medical Treatment; DOC 890.090 Respirator Program; DOC 890.140 Electrical Safety; [Safety Program Manual](#)

POLICY:

- I. Workplace conditions will be assessed to identify and eliminate potential hazards. When hazards cannot be eliminated, appropriate Personal Protective Equipment (PPE) and training will be provided to protect employees, contract staff, volunteers, and incarcerated workers.

DIRECTIVE:

- I. General Requirements
 - A. The Regulatory and Litigation Administrator and Regional Safety Managers will oversee the Hazard Assessments, Job Safety Analysis (JSA), and PPE Program.
 - B. Each Field Administrator, Superintendent, Reentry Center Community Corrections Supervisor, and Correctional Industries Site Manager will designate an employee responsible for:
 1. Determining hazards and developing a written hazard assessment or a JSA,
 2. Assisting in the selection of appropriate PPE, and
 3. Coordinating training.
- II. Hazard Assessments and Job Safety Analysis
 - A. Supervisors will ensure an assessment of the workplace and tasks performed within the workplace is conducted to identify and document potential hazards to workers.
 1. Supervisors will determine administrative or engineering controls to reduce and/or eliminate identified hazards.
 2. When administrative or engineering controls do not sufficiently reduce and/or eliminate identified hazards, supervisors will identify and select specific PPE to protect workers from the hazards.

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- a. Assessments and PPE selection will be documented on DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment (PPE) Selection Worksheet.
- b. Supervisors will consult with the Safety Officer/Representative if additional information is needed to conduct the assessment.
3. Alternatively, supervisors may use a Supplemental Job Safety Analysis (S-JSA) for identifying specific hazards and PPE associated with equipment or work environments.
 - a. S-JSAs are available through the Safety Officer/Representative or Regional Safety Manager.

III. PPE Maintenance, Care, and Proper Use

- A. Users will properly wear assigned PPE whenever engaged in work activities that require its use.
- B. PPE will be maintained in serviceable condition.
 1. The user will clean, sanitize, and properly store PPE after use.
 2. The user will immediately report any defective or damaged PPE to the supervisor.
 3. Defective, damaged, expired, or contaminated PPE will be immediately removed and either decontaminated, discarded according to proper procedures, or repaired before being returned to service.
 4. Supervisors will confirm that PPE is periodically inspected and maintained in a clean and serviceable condition.
- C. Only Department-provided PPE is permitted.

IV. Training

- A. Safety Officers/Representatives will provide JSA, hazard assessment, and PPE training to work supervisors.
 1. Supervisor training will be documented on a class roster and submitted to the Training and Development Unit and updated in the Learning Management System (LMS).

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- B. Supervisors will provide training on the use and care of specific PPE for employees, contract staff, volunteers, and incarcerated workers who are required to wear specific PPE.
1. Training will be documented on DOC 03-248 Personal Protective Equipment (PPE) Training Record and Certification or by a Correctional Industries supervisor on DOC 10-122 Tool/Equipment/Process Specialty Training Outline.
 2. Training will be conducted prior to an incarcerated individual performing any work per DOC 890.000 Safety Program.
- C. Supervisors will determine when a worker should be retrained. Reasons for retraining include, but are not limited to:
1. Changes in the workplace that make previous training obsolete.
 2. Changes in the types of PPE used that make previous training obsolete.
 3. The individual's demonstrated use of assigned PPE that indicates the worker has not retained the necessary knowledge or skill.
- D. PPE user training and documentation does not include the following:
1. Respirator/electrical safety protection identified in DOC 890.090 Respirator Program and DOC 890.140 Electrical Safety.
 2. First aid response equipment covered under first aid training per DOC 890.620 Emergency Medical Treatment.
 3. Personal protective belt pouch kits (PPKs) covered under infectious disease training per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.

DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Personal Protective Equipment (PPE). Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:



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- DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment (PPE) Selection Worksheet
- DOC 03-248 Personal Protective Equipment (PPE) Training Record and Certification
- DOC 10-122 Tool/Equipment/Process Specialty Training Outline