REVIEW/REVISION HISTORY:

Effective: 1/15/97
Revised: 8/22/03
Revised: 4/19/07
Revised: 4/28/08
Revised: 4/30/09
Revised: 7/1/11
Revised: 8/15/16

SUMMARY OF REVISION/REVIEW:

Policy title change to add Job Safety Analysis
Defined mentions of staff throughout
I.C.1. - Added that the designated employee will develop a JSA
Removed II.A.1. that a sample checklist is available in WAC 296-800-160
II.C.1., IV.1., V.1., V.2.a.-d. - Added language for clarification
Added II.C.1.a. & b. to direct how JSAs are completed and when
Removed section III. Equipment Selection and Fitting
Added IV.B.2.c.2) that expired ballistic vests/body armor will be immediately returned and processed for disposal

APPROVED:

Signature on file 7/12/16
RICHARD “DICK” MORGAN, Secretary Date Signed
Department of Corrections
POLICY

JOB SAFETY ANALYSIS, HAZARD ASSESSMENTS, AND PERSONAL PROTECTIVE EQUIPMENT

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; WAC 296-800-160; DOC 410.235 Use of Force Training and Qualifications; DOC 410.250 Specialty Teams; DOC 410.930 Community Corrections Use of Force Training; 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; 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 offender workers.

DIRECTIVE:

I. General Requirements

A. Department Regional Safety Managers will oversee the Hazard Assessments, Job Safety Analysis (JSA), and PPE Program.

B. Respirator protection is identified in DOC 890.090 Respirator Program.

C. Each Field Administrator, Superintendent, Community Corrections Supervisor, and Correctional Industries Site Manager and the Assistant Secretary for Administrative Operations will designate an employee responsible for:

1. Evaluating hazards and developing the JSA,
2. Providing written hazard assessment certifications,
3. Assisting in the selection of appropriate PPE, and
4. Coordinating training.

II. Job Safety Analysis

A. Supervisors will ensure an assessment of the workplace is conducted to identify hazards to workers and reduce and/or eliminate them through engineering controls (e.g., safety lock).

B. When all other options (e.g., substitution, administration/engineering controls) cannot sufficiently reduce and/or eliminate identified hazards, supervisors will identify and select specific PPE to protect workers from the hazards.

C. Assessments and PPE selection will be documented on DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment (PPE) Selection
Worksheet. Supervisors will consult with the Safety Officer/Representative if additional information is needed to conduct the assessment.

1. When complex assessments are conducted, the Safety Officer/Representative will complete a Primary Job Safety Analysis (P-JSA) and Supplemental Job Safety Analysis (S-JSA) as applicable.
   a. Location specific JSAs are available on the Safety SharePoint site.
   b. Complex assessments are conducted when a position, project, task, or equipment presents additional risk including when:
      1) A job/task has 2 or more severe and disabling injuries or near misses.
      2) A job has catastrophic potential (e.g., fire, explosion, large chemical release).
      3) New individuals are performing the task.
      4) Tasks or equipment have changed.
      5) A rare task is being performed.

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 Facility Performance Coordinator and/or Training and Development Unit.

B. Supervisors will provide training on the use and care of specific PPE for employees, contract staff, volunteers, and offender workers who are required to wear specific PPE. Training will be documented on DOC 03-248 Personal Protective Equipment (PPE) Training Record and Certification.

1. Training will be conducted prior to an offender performing any work per DOC 890.000 Safety Program.

2. PPE user training and documentation does not include the following:

   a. Personal protective belt pouch kits, covered under the infectious disease training per DOC 670.000 Communicable Disease, Infection Prevention, and Immunization Program.

   b. First aid response equipment, covered under the first aid training per DOC 890.620 Emergency Medical Treatment.

   c. Ballistic vests/body armor under firearms training if it was individually provided per DOC 410.235 Use of Force Training and Qualifications and DOC 410.930 Community Corrections Use of Force Training.

      1) Employees who use ballistic vests/body armor and are not provided firearms training will be provided PPE training in its proper use, care, and maintenance.

      2) Expired ballistic vests/body armor will be immediately removed from service and processed for disposal.

   d. Emergency Response Team (ERT), Inmate Recovery Team (IRT), and Special Emergency Response Team (SERT) protective equipment, covered under Specialty Team training per DOC 410.250 Specialty Teams.
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 s/he has not retained the necessary knowledge or skill.

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:

DOC 03-247 Hazard Assessment Certification and Personal Protective Equipment (PPE) Selection Worksheet
DOC 03-248 Personal Protective Equipment (PPE) Training Record and Certification