



Policy HR 14.1

Accident Prevention and Safety

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

It is the Library's intent to provide safe working conditions for its employees. Every employee is responsible for maintaining a safe work environment and following safety rules. Employees shall promptly report all unsafe or potentially hazardous conditions to their supervisor. The Library will make every effort to remedy problems as quickly as possible.

The Library encourages the promotion of accident prevention and safety education at regular workgroup and work team meetings and meetings of the Safety Committee. Employees in certain jobs or when performing certain tasks, operating equipment or as otherwise instructed, are required to wear appropriate footwear and use personal protective equipment provided by the Library, such as safety vests/glasses, hearing protection, gloves and/or hard hats. Employees are prohibited from removing guards or other protective devices from machinery and equipment or in any way tampering with or disabling safety measures. Violations of safety requirements may result in discipline, up to and including termination.

In case of an accident involving personal injury or damage to property regardless of how minor or if a motor vehicle is involved in a collision of any kind, any involved employees shall immediately notify their managing supervisor and the Library Director. In any accident that results in property loss or bodily injury, it is the Library's policy to test the employee for drugs or alcohol use, to confirm that the use of drugs or alcohol was not a factor in the accident. In addition, no NOLS employee is permitted to engage in conduct after an accident or injury occurs, that will negatively impact the Library's or law enforcement's investigation of the accident.

I. On-the-job employee injuries

Employees are to report each on-the-job injury or illness to their immediate supervisor regardless of the degree of severity. As soon as possible after an accident or occupational illness is discovered, the employee must complete the Library's Personal Injury/Accident Report form and submit it to Administrative Operations within twenty-four (24) hours. If applicable, the employee is responsible for completing the Washington State Labor and Industries claim form. Supervisors are required to complete the supervisor portion of the Library's accident report form. Should the injury require attention beyond basic first aid, the employee should have his or her treating physician complete the applicable portion of the Washington State Labor and Industries claim form. Injured employees must submit physician time loss certification to the Administrative Operations staff, and if absent from work for more than seven (7) days, contact the Library Director or designee at least once per week or as otherwise required to keep the Library informed of their condition, progress and intent to return to work. The injured employee's supervisor shall immediately forward the original completed L&I claim form to the Library Director or designee.

2. Accidents and incidents involving a third party

Employees shall report any work-related accidents involving a third-party personal injury and/or damage to public/private property or equipment, regardless how minor, to their managing supervisor and the Library Director or Assistant Director using the *Incident Report* form or the *Employee Accident* or *Employee Injury Report* form, depending on the nature of the incident or accident. Such report shall be made as soon as possible, but in no event later than one (1) hour following such accident. So that an accident may be timely reported, the initial report may be given verbally. Accident report forms are available on the Y Drive or from Administrative Operations staff. A written accident report shall be completed by the employee as soon as possible, and, unless the employee is medically unable, no later than twenty-four (24) hours following the accident, or sooner if required by the employee's supervisor or Administrative Services.

Employees shall compile any reports requested by their supervisor and/or Administrative Operations staff. In the case of a vehicular accident, the employee shall immediately notify the law enforcement agency having jurisdiction, which shall determine whether or not an accident investigation and/or police incident report is necessary. If required, a State Motor Vehicle Collision Report shall be completed by the employee.

3. Blood borne pathogens

Since being exposed to a blood borne pathogen may lead to sicknesses such as hepatitis, HIV or malaria, and because NOLS wishes to assure its employees a safe and healthy work environment, it is the policy of the Library to comply with all statutory obligations for the prevention of exposure to blood borne pathogens. Employees should familiarize themselves with safety procedures relating to blood borne pathogens as posted on local bulletin boards and follow them at all times. Failure to comply with these procedures will result in discipline up to and including termination.

4. Administration

The Library Director or designee is responsible for administering this policy.