



# **Evergreen Christian Community**

## **Accident Prevention Program**



## Table of Contents

Employee Health and Safety Policy Statement.....	2
Purpose .....	2
Definitions .....	3
Responsibilities.....	4
Human Resources .....	4
Department Pastors and Directors.....	4
Employee Responsibilities.....	4
New Employee Safety Orientations .....	5
Job Competency .....	5
Motivation and Discipline .....	5
Implementation .....	5
Risk Analysis.....	5
Personal Protective Equipment (PPE) .....	6
Unsafe Conditions .....	6
Incident and Near Miss Reporting and Investigation.....	6
Investigating Workplace Accidents.....	6
Post Incident Review Meeting .....	7
Employee Participation .....	7
Emergencies.....	8
Injuries/CPR/First Aid.....	8
Fire Protection / Prevention.....	8
Training.....	9
Recordkeeping .....	10
Appendix A.....	10
Safety Program.....	10
Appendix B.....	10
General Safety Rules.....	10
Appendix C.....	12
Health and Safety Training Matrix .....	12



## Employee Health and Safety Policy Statement

The safety and wellbeing of all persons associated with Evergreen Christian Community is paramount. Evergreen Christian Community is committed to implementing and fostering an environment and mindset that no injury is acceptable and working safely is not optional. At Evergreen Christian Community, safety is valued to create a healthy and safe workplace. We maintain organizational structures, safety and health management systems, procedures, and training plans that support and ensure compliance with all relevant laws, regulations, and standards.

All injuries are preventable when safety becomes an everyday personal value. Committing to this ideal is not just the right choice; it's the only choice. We believe that with this approach we can positively influence everyone associated with Evergreen Christian Community.

Evergreen Christian Community is committed to the following:

- We will conduct all our activities in a manner that accounts for the impact to the safety and health of our workforce and congregants
- We are committed to the prevention of injuries and illnesses and to the continual improvement of our safety and health management and performance
- We will evaluate and comply to the best of our judgement and ability with applicable federal, state, and local laws and regulations as well as other pertinent requirements.
- We will communicate this policy to all employees.
- We will alert potentially affected individuals and the proper authorities of any safety and health incidents in a timely and effective manner. Thorough investigations will be conducted, and corrective/ preventative actions shall be implemented and monitored.
- Senior Leadership shall maintain and periodically review the implementation of the safety and health policy.

Evergreen Christian Community believes that how we care for people today affects both current and future generations. We accept our responsibility for maintaining awareness and minimizing adverse safety and health impacts from our operations.

**Edward Girard**

**Chief People Officer**

### Purpose

The purpose of Evergreen Christian Community's Accident Prevention Program is to establish requirements for the prevention of work-related injuries and illnesses in accordance with WAC 296-800-130.



## Scope

This program applies to all Evergreen Christian Community employees, volunteers, congregants, and contractors.

## References

[WAC 296-800-130](#), Accident Prevention Program

## Definitions

**First aid case** - An incident in which an employee requires treatment for minor injuries. Does not include medication prescribed by a doctor or restricted work due to a work-related injury. First aid cases are not considered a Labor and Industries reportable injury.

**Incident** - An unplanned event or accident, which may result in property damage or injury.

**Lost workday cases** - Cases in which an employee's work-related injury or illness forces absence from work.

**Medical care** - Care provided by a licensed medical professional, such as a physician.

**Medical treatment** - Medical or surgical procedures for injuries through the application of procedures, systematic therapeutic measures, and prescription drugs. Care must be provided by a licensed health care provider. All injuries and illnesses which require medical treatment will result in a Labor and Industries claim

**Near-Miss incident** - An incident which does not result in property damage or injury, but had circumstances been slightly different, could have resulted in serious injury.

**Reportable injury or illness** - Any injury or illness, which, include all occupational illnesses; Injuries in which medical treatment beyond observation or first aid was provided: Injuries in which medical treatment should have been received but was not; first aid injuries when a second or subsequent treatment is required; Lost workday cases; Restricted workday cases; loss of consciousness; restriction of motion; injuries which may result in transfer to another job; fatalities; and hospitalization for reasons other than observation.

**Restricted Workday Cases** - Cases in which an employee returns to work, but as a result of a doctor's written note specifying work limitations, works under restrictions or modified duty and is unable to perform at 100% of his/her job.

**Safety & Health Incident Reporting**– An incident/illness form is to be completed by any employee involved or has concerns about the following: Occupational injuries; occupational illnesses; medical emergencies; indoor air quality issues; motor vehicle collisions and vandalism; ergonomic issues; security issues; potential or near accidents (close calls/near misses); and problems related to equipment, procedures, personnel that have the potential for causing a work related safety and/or health hazard.

**Work related** - Occurring on the company's premises; involving equipment or practices used only for completing one's job; or occurring while conducting business for the company. Incidents which occur in the parking lot or roadway when commuting to and from work are not work related.



**Work related Illness** - Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. This includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or directed contact of chemicals or environmental factors. Illnesses include: hearing loss resulting from long term noise exposure; repetitive motion injuries (such as carpal tunnel syndrome and tendonitis), and adverse health effects resulting from repeated exposure to chemicals.

**Work related Injury** - Any abnormal condition resulting from a work-related incident or a onetime exposure to a physical or chemical agent.

## Responsibilities

### Human Resources

- Develop and implement an Accident Prevention Program that establishes ECC requirements, procedures, guidelines, and standards consistent with WAC 296-800-130.
- Act as the liaison with the Department of Labor and Industries (L&I), interpret requirements, and resolve any compliance issues.
- Review and update the ECC's Accident Prevention Program, as necessary.
- Provide technical assistance to ECC personnel regarding respirator usage.

### Department Pastors and Directors

- Ensure compliance with the ECC's Accident Prevention Program within their management area.
- Ensure that a safety committee is formed and carries out its responsibilities as described in this program.
- Ensure that sufficient employee time, management support, and funds are budgeted for safety equipment, training and implementing the safety program.
- Evaluate safety performance each year.
- Ensure that incidents are fully investigated, and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.
- Ensure each employee under their supervision receives an initial orientation before beginning work.
- Ensure each employee supervised is competent or receives training on the safe operation of equipment or tasks before beginning.
- Ensure that each employee receives required personal protective equipment (PPE) and training on that PPE as needed in accordance with applicable standards as needed.
- Promptly correct any unsafe behavior or condition that could lead to an injury or incident.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents in your area of responsibility and report the findings to management and other appropriate health and safety personnel.

### Employee Responsibilities

- Follow safety rules described in the Accident Prevention Program.
- Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
- Report all injuries and near miss events to your supervisor promptly to ensure corrective action.



- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or defeat any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Make suggestions to your supervisor, safety committee representative, or manager changes you believe will improve employee safety.

A copy of the Accident Prevention Program shall be located on the Evergreen Christian Community Staff Resources Page.

## **New Employee Safety Orientations**

Upon hire, an employee shall have a New Employee Safety Orientation. Delivery of the New Employee Safety Orientation is the responsibility of the Department Pastor or Director.

## **Job Competency**

The Human Resources Department shall maintain a list of job titles within the company. Minimum qualifications required to perform each role shall be determined upon hire or appropriate training. Minimum qualifications may be based on a combination of education and work experience as determined by the Human Resource Department and Hiring Manager.

Employees requiring specialized or regulatory training, such as using a chain saw, power equipment, or respirator shall be trained prior to a work assignment that places them in a position of exposure. Training shall be documented.

A competent person (Manager or Safety Coordinator) shall verify that an employee meets the minimum requirements of the job before being assigned to work independently.

## **Motivation and Discipline**

Evergreen Christian Community believes the commitment to safety starts with its leadership; however, each employee shall be responsible for working safe. To encourage safe work practices, annual training, staff e-news tips, and employee feedback shall be established by the Safety Committee to encourage groups and individuals to work safe.

In situations where disciplinary actions are necessary, the employee's supervisor will work with the Director of Human Resources to determine the reason for the alleged safety violation. The violation will be indicated in the employee's file. Discipline procedures shall be implemented when an employee violates established safety rules and will be consistent with Human Resources Policies.

## **Implementation**

### **Risk Analysis**

The Department Pastor or Director shall evaluate each task undertaken for risk. As a rule, a risk assessment using a Task Hazard Assessment (THA) as applicable, shall be developed and/or reviewed for job tasks. The Department Pastor or Director shall address the safety measures to be implemented to ensure the task is performed safely.



## Personal Protective Equipment (PPE)

Evergreen Christian Community shall provide the required PPE as outlined in the Personal Protective Equipment (PPE) Program. Employees should contact their supervisor, or a member of the Safety Committee if they have questions regarding PPE purchase and selection.

At a minimum, the following equipment and clothing shall be worn by Evergreen Christian Community personnel whenever they are working in construction areas, performing maintenance, or any work activity where personal protective equipment would provide a barrier of protection against falling objects, splashes, flying or swinging objects, overhead objects or any other concerns in which engineering controls cannot eliminate the hazards.

Evergreen Christian Community staff are expected to have their full accompaniment of PPE as outlined PPE Program. Based on the task, this may include:

- Hard hat
- Safety vest or similar high visibility clothing
- Appropriate footwear
- Gloves
- Safety glasses
- Hearing protection

## Unsafe Conditions

Any unsafe conditions shall be immediately addressed. If the conditions cannot be corrected immediately, the employee should place barriers around the hazard and notify their supervisor of the condition to get it corrected as soon as possible.

## Incident and Near Miss Reporting and Investigation

**An incident** is defined as any unplanned or undesired event that results in or has the potential to result in a work-related injury/illness, property damage, or disruption of business where the cause was from human errors of omission or commission.

**A near miss** is any situation that had the potential to result in a work-related injury/illness, property damage, serious environmental impact, or disruption of business but fortunately did not result in an incident.

Every incident and near miss shall be reported to Evergreen Christian Community and documented using the Incident/Illness/Near Miss form. Department Pastors or Directors shall contact Human Resources and initiate an investigation before the end of the day.

## Investigating Workplace Accidents

### **Employee / Volunteer Responsibility:**

- Any employee or volunteer who sustains an on-the-job injury regardless of severity must notify their supervisor immediately and is encouraged to seek immediate medical care if needed.
- The injured employee must complete, sign, and date the Employee Injury/Illness/Near Miss or Volunteer Incident Report and submit it to their ministry lead within 24 hours of their injury.



- If the injured employee is unable to complete the form due to the injury, the department manager will complete the employee's portion of the form to the best of their knowledge and email it to Human Resources.

### **Department Pastor and Director Responsibility:**

- Department Pastors and Directors are required to conduct thorough accident investigation in conjunction with the Human Resources representative. This is completed on and includes timely accident reporting, and any accident prevention training and corrective actions.
- For "serious injuries, (note: serious injuries are defined as fatality, hospitalization, loss of an eye or amputation), all managers must:
- Secure the scene (do not move anything unless it is an imminent hazard), notify emergency response and administer First Aid/CPR as necessary. Attend to any imminent hazards at the accident scene (restricting access, placing warning signs, etc.).
- Notify the Safety Committee and Human Resources of any workplace injury sustained by employees (including volunteers) within 24 hours.
- If there is an employee or volunteer fatality or in-patient hospitalization, Human Resources and the Safety Committee must be notified of the accident as soon as possible.
- If more time is needed to conduct a thorough accident investigation, a preliminary report needs to be forwarded immediately, followed by the completed investigation within 3 days.
- All information (date, time, exact location, witness statements, photographs, causes, risk of reoccurrence etc.) related to the workplace accident must be included.
- Assist any Safety Committee staff and L&I investigators as requested.
- Follow up corrective actions and prevention measures are to be conducted and documented to prevent similar accidents.

### **Human Resources:**

- Document initial notification of all employee/volunteer work related accidents or near misses.
- If there is an in-patient hospitalization or fatality, Human Resources will notify Labor and Industries within eight hours of the accident or as soon as possible.
- Safety Committee members will assist in the accident investigation depending on the severity.
- Review each manager's accident investigation and cause(s) of accident.
- Assist & ensure proper corrective action is taken to prevent reoccurrence and gain/maintain regulatory compliance

## **Post Incident Review Meeting**

Upon completion of the incident investigation or observation of a major nonconformance Evergreen Christian Community may require a post incident review meeting. At this meeting, The Safety Committee, department manager, and the Chief People Officer will discuss the nonconformance, root causes, and corrective action plans to prevent a reoccurrence.

## **Employee Participation**

### **Safety Committees**

Evergreen Christian Community shall establish a Safety Committee.

The Safety Committee(s) shall be made up of a member of senior management, and safety representatives from each department. The Safety Committee will meet at a minimum once a month to discuss employee/volunteer/congregant safety concerns, incident trends, compliance issues, and



upcoming work or activities that may, require additional safety planning and/or coordination. An outline of roles and responsibilities and a meeting agenda will be issued by email before each committee meeting.

## Emergencies

Evergreen Christian Community shall develop an Emergency Action Plan. The Emergency Action Plan will be posted and communicated to employees during the safety orientation and monthly safety committee meetings as needed. The plan shall include, building evacuation procedures, medical emergencies, fire response, bomb, active shooter threat, and severe weather response. Specific emergency procedures and emergency phone numbers will be posted in break areas, and on workroom bulletin boards.

## Injuries/CPR/First Aid

A list of employees who have been trained in first aid/CPR and serving as current volunteers shall be located near automatic external defibrillators (AED) in each office. For a personal injury emergency, give first aid to the injured person, and if necessary, call 9-1-1 or the hospital for an ambulance or medic. First aid kits shall be available at each office location.

## Fire Protection / Prevention

### Fire Protection

Temporary fire protection measures such as fire extinguishers are required.

Fire extinguishers will be:

- Conspicuously located
- Certified annually
- Protected from freezing
- Placed within the immediate area of any welding/cutting operation or flammable liquid storage area
- Placed within reasonable response distance whenever liquid fueled equipment or tool is used.

If a fire extinguisher is discharged for any purpose, it should be reported to the Safety Committee.

Each building/temporary building will have its own appropriately sized and located class ABC fire extinguisher.

Access to fire hydrants and extinguishers will be maintained at all times. Clear access to buildings and other structures will be maintained at all times.

### Fire Prevention

Plastic tarps or covers (polyethylene) used for any purpose inside an occupied building or where welding, cutting, or open flame is present will be made of fire-retardant material.

Storage of compressed gases will include:

- Valves, regulators and hoses removed with valve caps securely on.
- Secured upright at all times, including when transported in vehicles.



- Fuel and oxygen cylinders separated by a minimum of 20 feet.
- Empty cylinders stored separate from full cylinders.

Only approved high flash point solvents are to be used for cleaning purposes.

Oily rags and waste are to be stored separately in metal containers fitted with self-closing lids. Trash and refuse must be placed in trash containers provided for this purpose.

## **Fire and Flammable Liquid Storage and Dispensing**

Flammable and combustible liquids will be stored, dispensed, and used following these requirements:

- When stored outside they cannot be within 20 feet of any structure or must be in a properly constructed storage locker whenever possible (no more than a total of 25 gallons flammable and combustible liquids can be stored outside of an approved locker).
- Stored in approved portable containers marked as to contents and ownership.
- Posted with "NO SMOKING" signs.
- Outside storage areas kept free of weeds and other combustible material.
- Storage of flammables will be in an enclosure away from open flame, heat, direct sun or other sources of ignition.

All fuel storage tanks and compressed gas cylinders will be protected from vehicle traffic.

All fuel dispensing points shall be located away from storm drains and wetlands. The following is required:

- Portable 20 lb. ABC fire extinguisher no closer than 25 feet or no further than 75 feet from the fueling point
- No Smoking signs posted.
- Self-locking fuel nozzle prohibited
- Spill kit stored nearby
- Tanks will be grounded and when dispensing flammable liquids, the containers will be bonded

## **Training**

Evergreen Christian Community provides employees with the required Safety training including New Employee Orientation.

New Evergreen Christian Community employees shall receive a New Employee Orientation that includes:

- A description of your total safety program.
- On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
- How and when to report on-the-job injuries including the location of first in the workplace.
- How to report unsafe conditions and practices.
- The use and care of required personal protective equipment (PPE).
- What to do in an emergency, including how to exit the workplace.
- Identification of hazardous gases, chemicals or materials used on-the-job and instruction about the safe use and emergency action to take after accidental exposure.



## Recordkeeping

Documentation of safety training for each employee shall be maintained in personnel files. Training information shall include the employee's name, training date, type of training and training provider. Training documentation will be maintained for at least twelve (12) months and no more than twenty-four (24) months.

## Appendix A Safety Program

1. Chain Saw Safety for Employees
2. Chemical Hazard Communication
3. Emergency Plans
4. Fall Protection
5. Hearing Conservation
6. Heat Related Illness
7. Personal Protective Equipment
8. Respiratory Protection

## Appendix B General Safety Rules

- Immediately report an injury or incident to your supervisor regardless how small.
- Horseplay, fighting, gambling, or possession of firearms is strictly forbidden during work hours or on work sites.
- Wear clothing suitable for the weather and your work. Torn, loose clothing, cuffs, sleeves, etc. are hazardous and could cause accidents. Jewelry (ring, bracelets, neck chains, etc.) should not be worn if it creates a hazard.
- Hard hats must be worn while on jobsite and as indicated in Task Hazard Assessments.
- Proper eye protection must be worn where person(s) are exposed to flying objects or particles, dust, harmful rays, chemicals, etc. Evergreen Christian Community shall supply safety glasses, goggles and face shields.



- Proper footwear (steel toe or reinforced toe shoes or boots) must be worn where there is a danger of foot injury due to a crushing hazard. Traditional tennis shoes, shoes with canvas tops, or thin or soft-soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes shall not be worn at outdoor work sites.
- Employees must wear hearing protection when working around equipment and machinery that has noise levels above 85 decibels.
- When exposed to large quantities of dust, or to other toxic hazards that cannot be mitigated through engineering controls, wear the correct respiratory protections as required by the Task Hazard Assessment Site Safety Plan or as recommended by the Safety Data Sheet.
- Special safety equipment as identified in a Task Hazard Assessment Site Safety Plan shall be worn when required. Keep all equipment in good condition and immediately report any loss or damage.
- Always store materials in a safe manner. Use tie down or support loads if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil, or grease should not be allowed to accumulate. Good housekeeping shall be maintained as part of the job.
- Trash piles/containers must be removed as soon as possible. Trash is a safety and fire hazard.
- Remove or bend over nails in lumber that has been used or removed from a structure.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.
- Avoid shortcuts -- use ramps, stairs, walkways, ladders, etc.
- Standard guardrails must be erected around all floor openings. Excavations must be barricaded.
- Get help with heavy or bulky materials to avoid injury.
- Keep all tools and materials away from the edges of scaffolding, platforms, shaft openings, etc.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.
- Know the location and use of fire extinguishing equipment, and the procedure for sounding a fire alarm.
- Flammable liquids in portable containers will be used only in small amounts (under five gallons) and only in approved safety cans
- Proper guards or shields must be installed on all power tools before use. Do not use any tools without the guards in their proper working condition. No "homemade" handles or extensions (cheaters) will be used.
- All electrical power tools (unless double insulated), extension cords, and equipment will be properly grounded.



- Do not operate any power tool or equipment unless you are trained in its operation and authorized to do so. Any tool, material, or equipment not in compliance with safety standards is prohibited.

## Appendix C

### Health and Safety Training Matrix

Topic	Who Needs Training	Type of Training Needed
Safety Orientation	All department managers and employees.	Safety rules and procedures contained in the Employee Safety Program emergency action plan, each employee's responsibilities, disciplinary program, and warm up and stretching exercises
Hazard Communication	All employees performing maintenance to facilities to perform operations	Hazard Communication Basic Training (Refer to Hazard Communication Program)
Respiratory Protection	Employees required to wear respiratory protection	<ul style="list-style-type: none"> <li>• Proper selection and use</li> <li>• Types of respirators</li> <li>• Fit testing</li> <li>• Storage and maintenance</li> </ul>
Fall Protection	Any employee who might be exposed to a fall hazard	<ul style="list-style-type: none"> <li>• The nature of fall hazards</li> <li>• Procedures for erecting, disassembling, maintaining and inspecting fall protection systems</li> <li>• Use and operation of: guardrail systems, personal fall arrest systems, safety net systems, warning line systems, controlled access zones and other fall protection</li> <li>• Procedures for handling equipment and erection of overhead protection</li> <li>• Fall protection standards</li> </ul>
PPE	Employees using PPE	Refer to section on PPE or regulatory standards
Equipment, tools,	Operators of equipment, mechanical powered tools, powered industrial trucks	<ul style="list-style-type: none"> <li>• Types of equipment/ tools operated</li> <li>• Hazards of the workplace &amp; equipment</li> <li>• Hands-on performance evaluation</li> </ul>

Hot Work	Employees conducting hot work activities	<ul style="list-style-type: none"> <li>• Hazards of the area</li> <li>• Permits</li> <li>• Duties of Fire Watch</li> <li>• How to use a fire extinguisher</li> </ul>
Scaffolding	Employees working from scaffolding	<ul style="list-style-type: none"> <li>• The nature of any known hazards</li> <li>• Proper erection, maintenance and disassembly of fall protection systems</li> <li>• Falling object protection</li> <li>• Material/equipment handling from scaffold</li> <li>• Maximum load-carrying capacity</li> <li>• Scaffold tagging system</li> <li>• Access and egress</li> </ul>
Blood Borne Pathogens	Employees conducting activities that involve potential contact BBP.	<ul style="list-style-type: none"> <li>• Safe work rules/PPE</li> <li>• Universal Precautions</li> <li>• Washing and housekeeping</li> <li>• Emergency procedures</li> </ul>