

KING COUNTY ACCIDENT PREVENTION PROGRAM

SAFETY POLICIES AND PROCEDURES

Section 1: INTRODUCTION

This Accident Prevention Program describes the minimum requirements of King County's health and safety program, and establishes a general framework for your department's program. Each department is responsible for adding specific procedures and requirements, tailored to its work, to this Accident Prevention Program. All King County departments are required to ensure that facilities, equipment, supplies, practices and procedures meet or exceed applicable federal, state and local safety and health standards.

Your supervisor is responsible for implementing proper procedures and enforcing the rules and regulations that pertain to your job. There may be rules or procedures not covered in this document that you are required to follow based on the unique aspects of your work. As a King County employee, you are expected to always follow work rules; work in a safe manner; and report to your supervisor any work practice, procedure or equipment you feel is unsafe.

If a work situation creates a serious risk to you or anyone else, stop work immediately until appropriate safety measures are implemented. Any equipment that is defective must be tagged "Do Not Use" until it is determined to be safe.

There are many hazards or problems that you can identify and correct on the spot. Others can be resolved immediately through your supervisor. Still others can be addressed through your work group's Safety Committee. More complex problems involving policy issues or requiring specific technical expertise may require additional assistance. The services of Certified Industrial Hygienists and/or Certified Safety Professionals are available, at no charge, to every department in King County government through King County's Safety and Claims Management office at 206-477-3350. Some departments have their own safety staff for specific divisions, such as Transit, Wastewater Treatment, and Solid Waste.

King County is committed to providing a safe and healthful workplace for every employee. Most work-related injuries occur as the result of unsafe acts. Each task involves junctures where you must consider your next move, and these decision points often involve choosing between a quick and easy way or a safe way. The choice, and the responsibility for making the right choice, is yours. You can work safely if you consciously choose to do so, and if choosing the safe way becomes a habit.