



WSU-TFREC Employee Orientation

Required for:

- New employees

- Transfers

- Rehires

- Part-time

- Temporary employees

- Volunteers

- Annual retraining

Purpose of Orientation

- Provide a safe work environment
- Train employees in the TFREC Accident Prevention Program (APP), which is designed to:
 - Reduce work hazards
 - Promote well-being of personnel
 - Result in low occupational accident rates
- TFREC Safety web site includes the APP and Chemical Hazard Communication Plan:
<http://tfrec.cahnrs.wsu.edu/admin/safety/>



Employee Responsibilities



- Review, understand and follow this accident prevention program
- Review and understand applicable health and safety rules prior to beginning job tasks
- Observe federal, state and WSU safety and health rules and apply the principles of accident prevention to day-to-day duties
- Report job-related injuries, illnesses or property damage promptly and seek medical treatment if required

Employee Responsibilities

- Report hazards and unsafe practices to your supervisor or health and safety committee representative
- Do not interfere with another employee's use of safety devices or safeguards
- Do not interfere with or modify safe methods or techniques adopted for the workplace
- Do not use intoxicating beverages or narcotics in or around the workplace or enter the workplace while under the influence



Reporting Accident and Injuries

- Major accident or illness = fatality, serious injury (fracture) or hospitalization:
 - Call 911
 - Inform your supervisor ASAP
- Other job-related accident or injury:
 - Seek first-aid treatment or medical care as needed
 - Inform your supervisor ASAP
- Near misses:
 - Inform your supervisor
 - Review safety procedures
- Supervisors are required to fill out an incident report form within 24 hours

(http://www.wsu.edu/manuals_forms/PDF/SPPM/2-24.pdf)



First Aid

- If you are injured on the job, seek first aid treatment immediately
- For serious or life-threatening injuries, CALL 911
- First aid kits are located at reception, in the break room, in all labs and in all state vehicles
- The automated external defibrillator (AED) is located at reception (Overley)
- Safety showers and eyewash stations (Overley) are located outside labs 150/152, outside lab 122D and in the basement lab (room 20)



First Aid

- Let your supervisor know if you have any of the following:
 - Serious medical conditions
 - Prescription medications (e.g., insulin, epi-pen)
 - Severe allergies
 - Chemical sensitivities
- Your supervisor will let you know the names and locations of personnel in your department with first aid and CPR training
- First aid training and CPR training is given at TFREC annually
- If you are interested in first aid or CPR certification, please talk to your supervisor



Potential Hazards on the Job

- Lifting
- Slips, trips and falls
- Repetitive stress injury (ergonomics)*
- Ladder use*
- Pesticide exposure*
- Heat injury and illness*
- Chemical spills
- Hearing loss
- Vehicle accident
- Other hazards specific to your work assignment will be explained by your supervisor



* Denotes additional training module

What to do in an Emergency

Emergency Action Plan overview:



- Reporting Emergencies
- Evacuation Plan
- Fire Planning
- Earthquake Safety
- Hazardous Materials Spill
- Power Outages

For more information see the “WSU-TFREC Occupational Injury and Illness Prevention Plan:” (<http://tfrec.cahnrs.wsu.edu/admin/safety/OIIPP>)

What to do in an Emergency

Overley Building (refer to building floor plan)

- EXITS

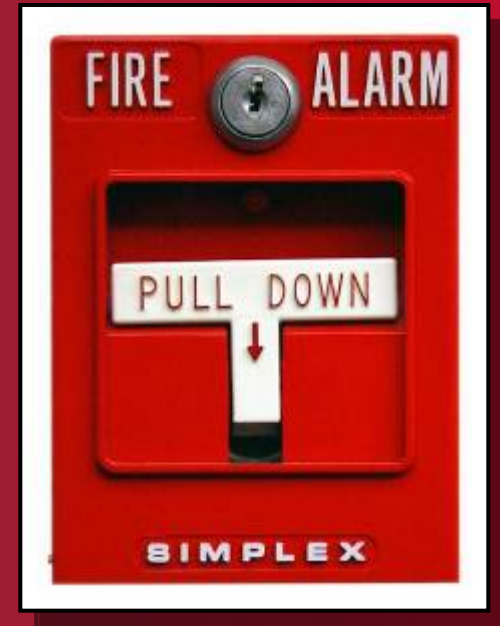
- First Floor: Exit on the WEST side
- Basement: Exit on the NORTH side

- FIRE SAFETY

- Pull alarms are located at each exit
- Fire extinguishers are located in the first floor hallways, labs and in the basement

- FIRST AID

- First aid kits are located at reception, in the break room, in all labs and in all state vehicles
- The AED is located at reception



Reporting Emergencies

<u>Emergency</u>	<u>CALL*</u>
Fire	911
Police	911
Emergency Medical Services	911
Serious Injury/Illness	911
Hazardous Materials Spill	911

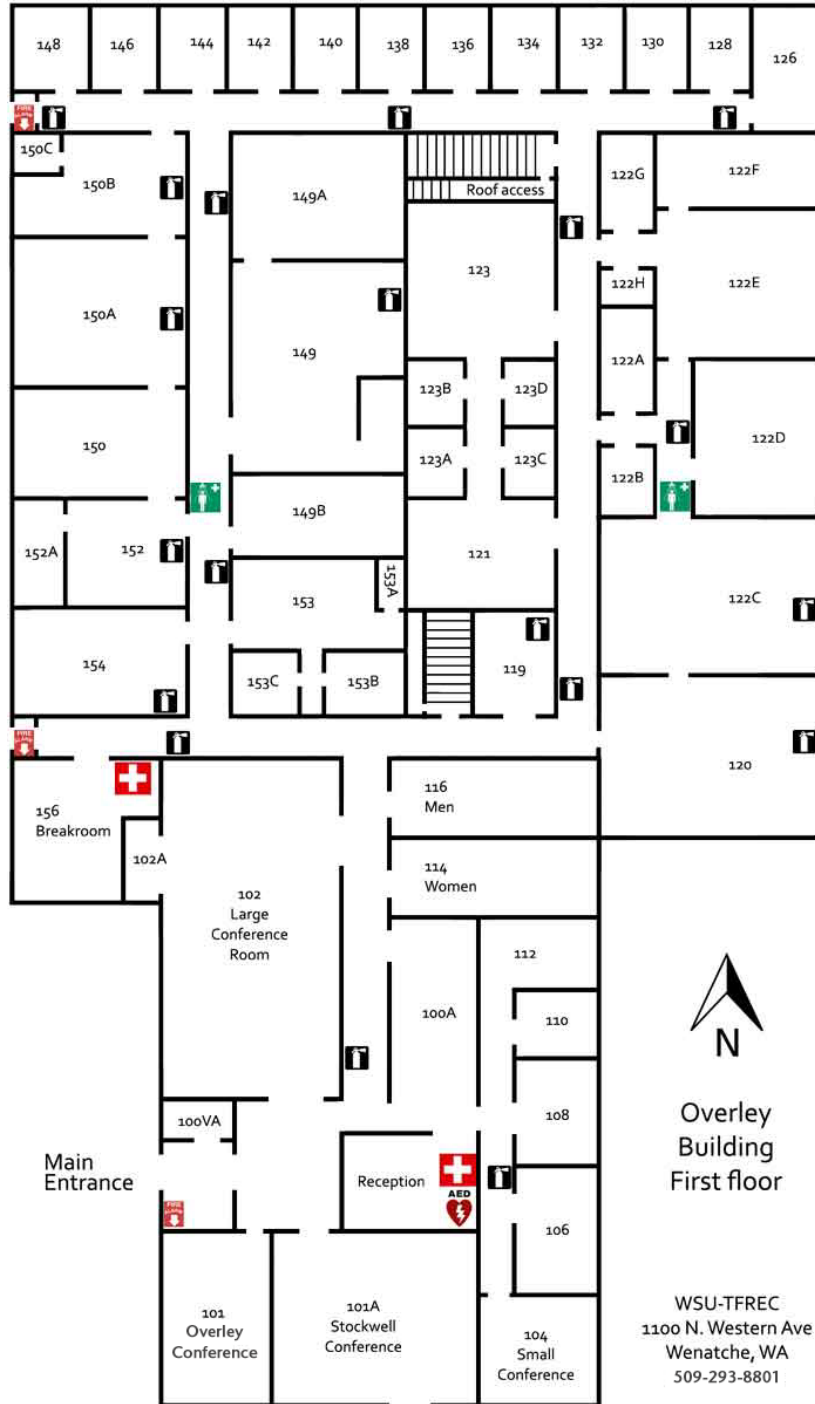
* You do NOT need to dial 7 first from a TFREC phone to call 911



Evacuation Plan

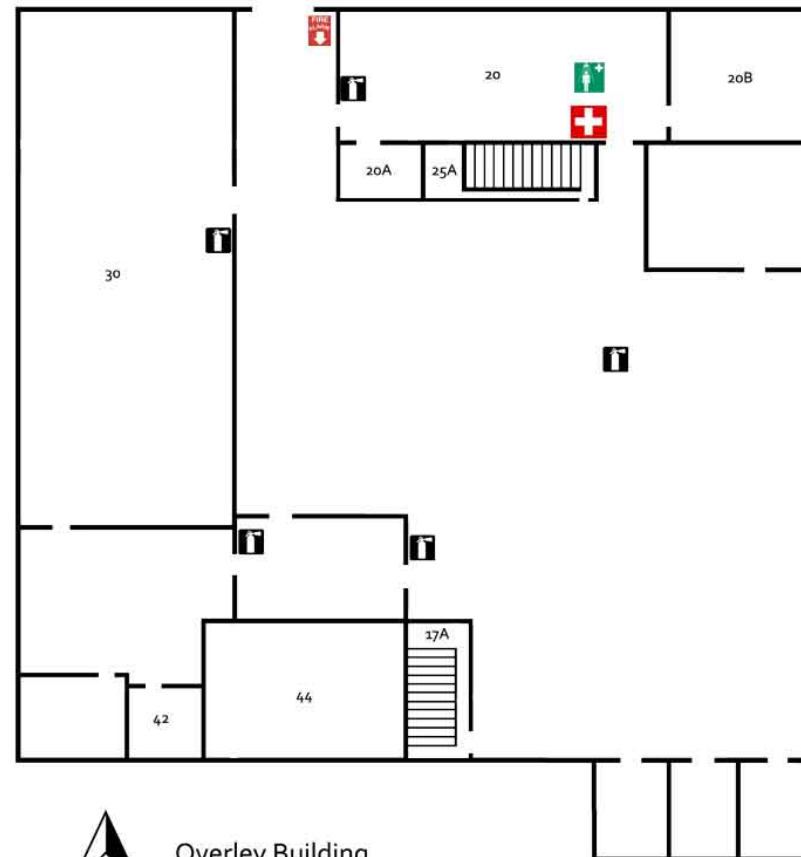
- Fire alarm, bomb threat or other emergency that endangers the safety of building occupants
 - Exit quickly and safely
 - Close (don't lock) doors behind you
 - Meet at the flagpole near the USDA building (West side of TFREC)
- See the following slides for the location of fire alarms, extinguishers, first aid kits, emergency showers and the AED and to map your evacuation





Overlay Building
First floor

WSU-TFREC
1100 N. Western Ave
Wenatche, WA
509-293-8801



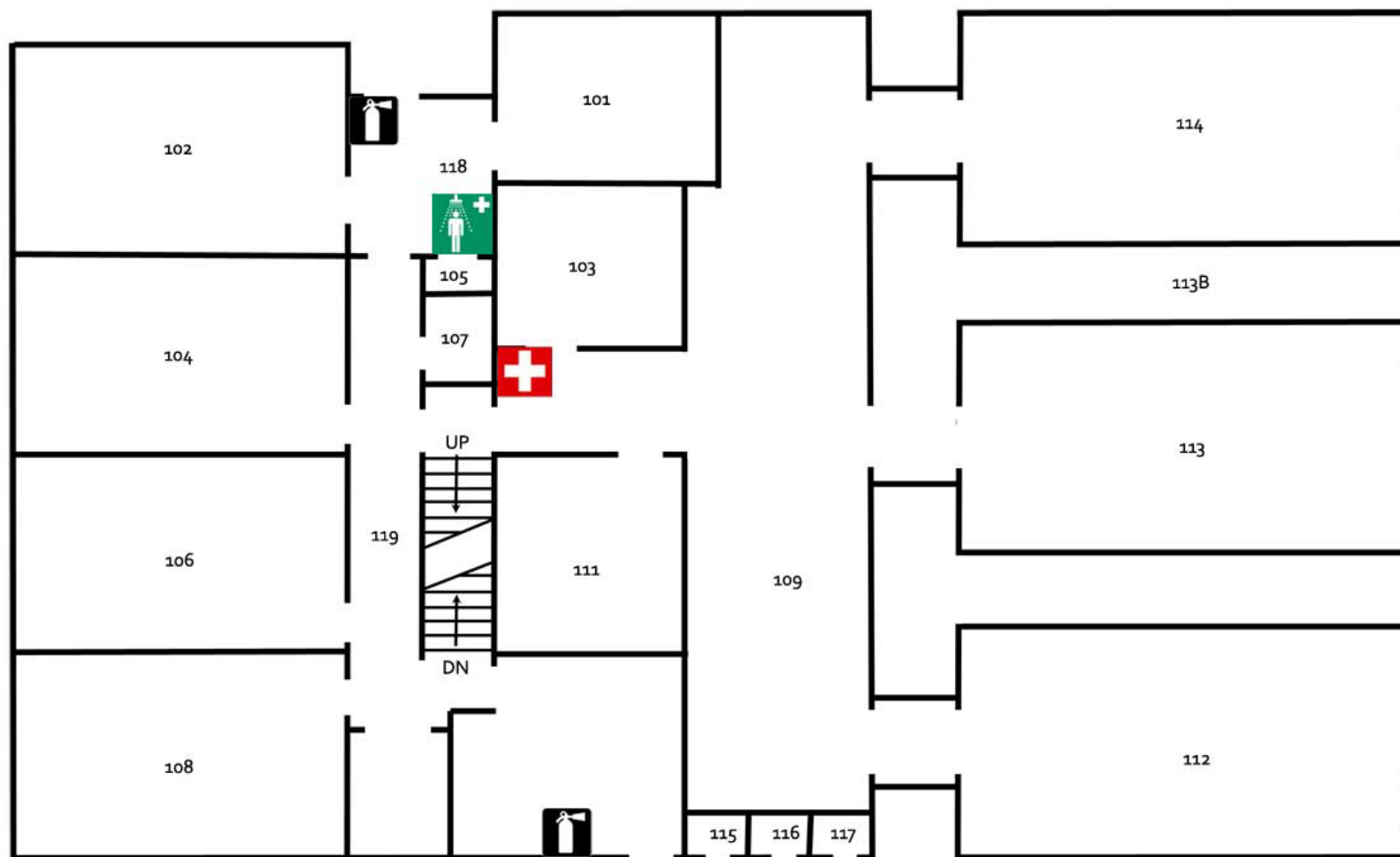
Overlay Building
Basement

<http://tfrec.cahnrs.wsu.edu/admin/facilites/>



Entomology
Building
First floor

WSU-TFREC
1100 N. Western Ave
Wenatche, WA
509-293-8801

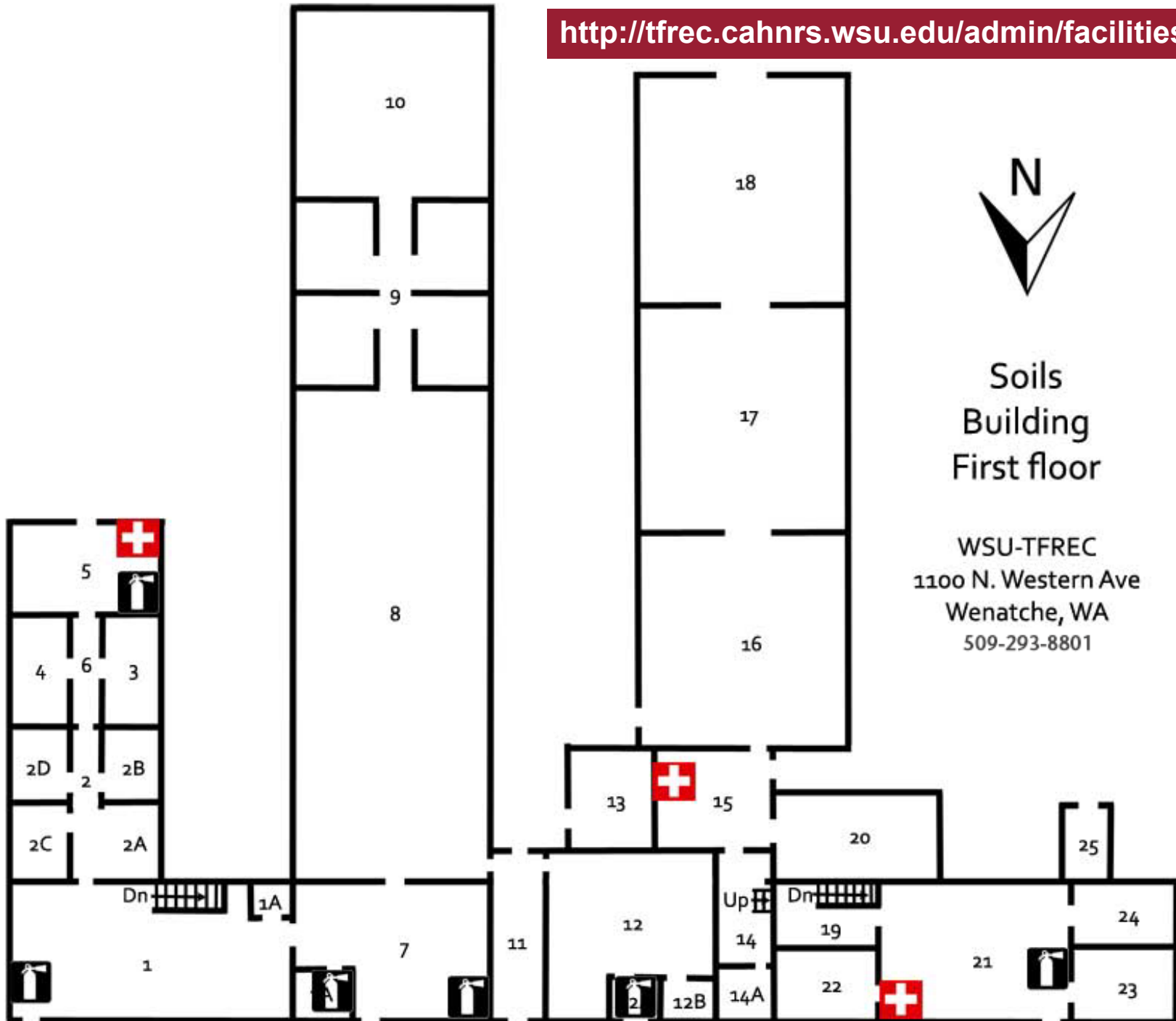


<http://tfrec.cahnrs.wsu.edu/admin/facilities/>



Soils
Building
First floor

WSU-TFREC
1100 N. Western Ave
Wenatche, WA
509-293-8801



Fire Planning (Small Fire)

- If you discover a small fire (wastepaper basket):
 - Sound the alarm
 - Notify another person in the area
 - Call 911 or have them call 911
- If there is minimal smoke, trained personnel may attempt to put the fire out with an extinguisher
- Non-trained personnel should evacuate the building
- If the fire grows or there is thick smoke, do not continue to fight the fire—EVACUATE the building
- Remain available to provide information to firefighters



Fire Planning (Large Fire)

- If you discover a large fire:
 - Sound the alarm (verbally or pull door alarms)
 - Notify people in the immediate vicinity
 - Call 911 or have them call 911
- Evacuate the building
- Proceed to designated refuge area (flag pole)
- Verify that someone has called 911
- Remain available to provide information about the fire (size and location) to firefighters
- Do not re-enter buildings until instructed to do so by the fire department or the TFREC director



During an Earthquake

- If you are **INSIDE**:
 - Stay inside
 - Crawl under sturdy furniture or move to an inside door
 - Stay away from windows, bookcases and shelving
 - Do not exit the building unless safe
- If you are **OUTSIDE**:
 - Stay in open areas
 - Keep away from building, trees, electrical poles and wires
 - Do not enter buildings until safe to do so
 - Beware of aftershocks
- If you are in a **VEHICLE**:
 - Stop as quickly as safety permits
 - Avoid stopping near or under buildings, trees, overpasses or utility wires
 - Stay in the vehicle



After an Earthquake

- If indoors, exit the building and proceed to the refuge area (flag pole)
- If the building structure appears to be damaged, stay out of the building until it is determined to be safe
- If the building appears to be undamaged, it will be inspected for utility damage prior to employees returning to work



- When it is safe to re-enter the building:
 - Beware of chemicals that may have spilled
 - Open cabinets carefully
 - Beware of objects that might fall off of shelves



Hazardous Materials Spill

- If chemical is spilled on an employee, assist them to the nearest shower/eyewash
 - Use for 15 minutes (or MSDS time)
 - Give first aid or seek medical help
- If safe to do so, secure the area to prevent people from entering
- Notify people in the immediate vicinity
- Notify the Plant Services Manager (Jerry Moreland, x8784) or TFREC Director (Jim McFerson, x8804)
- If the spill could endanger personnel, CALL 911



Electrical Power Outage



Electrical Power Outage

- In the event of a power failure, evacuate the building
- Contact maintenance (x8784)
- Leave cold room and freezer doors closed
- If possible, unplug computers and other equipment to protect against power surges
- You will be notified when it is safe to return to work
- In the event of a prolonged outage, you may be sent home
- Portable generators will be used to power the -80 °C freezers in the basement



TFREC Safety Program

- The purpose of the TFREC Safety Program is to prevent events that could lead to occupational injuries and illness
 - Provide safety training to employees
 - Involve employees in safety decisions
 - Identify, evaluate, control or eliminate potential hazards
 - Incorporate health and safety measures into each task
 - Provide personal protective equipment (PPE) and training on its proper use to employees



TFREC Safety Program

- Safety Bulletin Board located in Overlay Building across from mailboxes
- Safety Committee Purpose:
 - Promoting safety
 - Evaluating safety concerns, reported hazards and Incident/Accident reports
 - Recommending solutions
- Safety Committee Members:
 - Jerry Moreland, Chair (x8784)
 - Callie Baker, employee representative (x8772)
 - Sonia Hall, employee representative (x8794)
 - Lee Kalcsits, faculty representative (x8764)
 - Cameron Burt, farm crew representative (209-886-9404)
 - Jim McFerson, management representative (x8804)
 - Darla Ewald, administrative representative (x8802)



TFREC Pesticide Notification

- Pesticide application information (date, time and re-entry interval) is posted in the hall above the mailboxes (Overley) and is also on the web:



<http://tfrec.cahnrs.wsu.edu/admin/pesticide-application-re-entry/>

- YOU are responsible for checking the pesticide spray status and re-entry interval prior to entering or working in an orchard
- Sprays are also applied to TFREC grounds, so check before sitting on the lawn or having a picnic
- Material Safety Data Sheets (MSDSs) for all chemicals used at TFREC are kept in the library (photocopy room)

Working Hours

- Normal working hours are from 8 am until 5 pm Monday through Friday
- Your actual working hours may vary according to your program's research schedule
- Hours in excess of 40 hours per week will be paid at the overtime rate



Personal Work Habits



- Proper lifting techniques
- Preventing slips, trips and falls
- Preventing back injury
- Horseplay and good housekeeping
- Office safety
- Smoking policy
- Proper attire and personal protective equipment (PPE)

Proper Lifting

- Plan the lift to prevent injuries:
 - The weight of the object
 - What position it must be lifted from and to
 - How many times you will need to lift it
 - If there will be twisting involved
 - If there is good footing, and if you can get a good grasp on the object
- Use a step stool to reach loads above your head
- For oversized loads, get help or use mechanical aids
- Get a good grip--use handles when available



Proper Lifting

- Get a firm grip and be on solid footing
- Spread feet shoulder width apart
- Bend your knees, tighten your stomach muscles, keep your head up, chin out
- Keep the load close to your body
- Lift slowly and evenly, let your legs and body weight do the work



- Turn your whole body in the direction you want to move
- DON'T TWIST
- Squat to set loads down

Preventing Slips, Trips and Falls



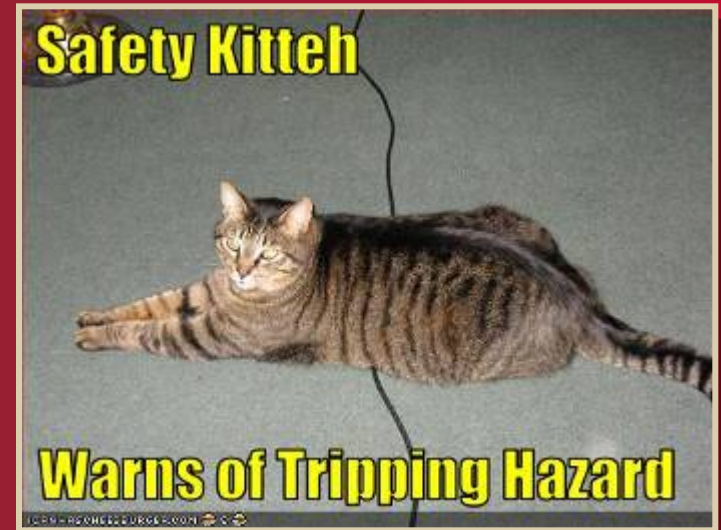
A SLIP occurs when there is too little friction or traction between footwear and a walking surface.

- Common causes of slips are:
 - Moisture such as liquids, ice, frost or wet leaves on the walking surface
 - Food, trash or other small objects on the floor
 - Oil or grease on the floor
 - Footwear without nonskid soles



Preventing Slips, Trips and Falls

A TRIP occurs when a person's foot contacts an object or drops to a lower level unexpectedly, and they are thrown off balance.



- Some common causes of tripping are:
 - Materials stored in passageways, aisles and stairways
 - Hazardous floor conditions such as protruding nails, holes or loose boards, loose carpet and rugs
 - Floor level changes or hidden steps that are not obvious
 - Desk or file cabinet drawers left open, objects protruding into passageways and aisles
 - Electrical or telephone cords that cross walkways and aisles

Preventing Slips, Trips and Falls

FALLS may be the result of slips and trips, or falling from an elevation



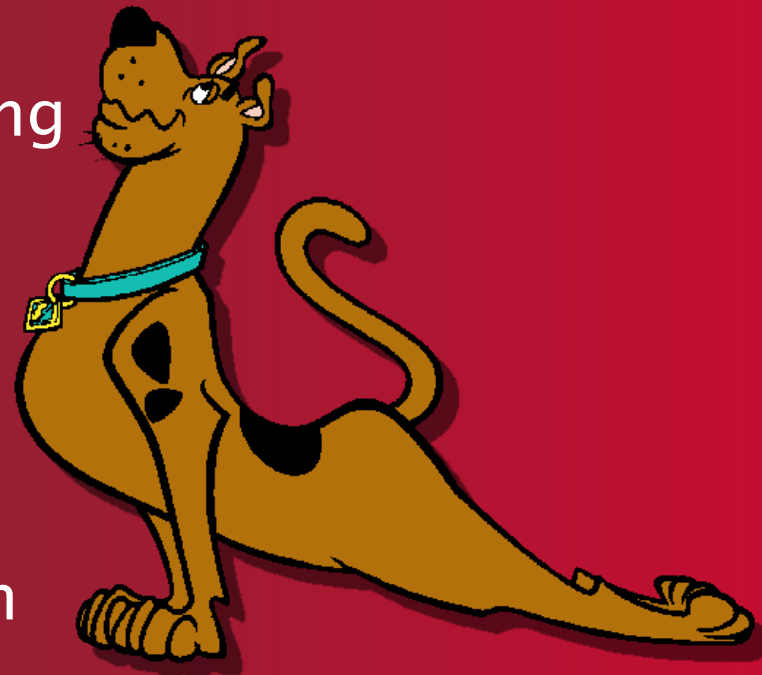
- Some causes of falls include:
 - Using makeshift items (boxes, buckets, chairs, etc.) to gain height
 - Tipping back or not sitting on “4 square” of a chair
 - Carrying large or too many items that prevents seeing where you are going
 - Jumping from one level to another

Preventing Back Injury



- STOP all activity at the first sign of a back injury
 - Notify your supervisor
 - Seek medical attention
- Ensure your work area is comfortable and has proper ergonomics

- Avoid slouching, use proper posture when sitting and standing
- Stretch before physical activity
- Use foot rests to reduce back fatigue
- Reduce stress to minimize the amount of muscle constriction in the spinal column



Good Housekeeping and Horseplay

- Good housekeeping prevents injuries!
 - Keep your work area clean and free of clutter
 - Always close file cabinet drawers
 - Clean up all spills immediately
 - Secure mats, rugs and carpets that do not lay flat
 - Cover cables that cross walkways
 - Keep work areas and walkways well lit
 - Replace used light bulbs and faulty switches
- Horseplay at work is not allowed will result in disciplinary action or dismissal



Office Safety

- Use a stepladder, NOT a chair or table to reach items above your head
- Use a letter opener or box cutter to open packages instead of a knife or scissors
- Keep long hair and loose clothing away from typewriters, printers and shredders
- File cabinets:
 - Place the back of the cabinet against a wall
 - Place heavier materials in bottom drawers
 - Open only one drawer at a time
 - Close drawer after each use



Smoking Policy

- Per RCW 70.160.030, smoking is prohibited in public places or places of employment
- Smoking is prohibited within 25 feet of all entrances, exits, windows that open, and ventilation intakes
- Note: there is a ventilation intake on the WEST side of the Overlay building



- Smoking is prohibited in all State vehicles

Proper Attire and PPE

- The required attire for anyone working in an orchard is:
 - Long sleeves
 - Long pants
 - Rubber boots
 - Hat or scarf
- Any additional PPE required for your work activities (e.g., hearing protection, safety glasses, respirator) will be provided for you, along with the appropriate training



Vehicle Safety

- WSU vehicles are to be used for official business only
- Drivers must be at least 18 years old, have at least two years driving experience and a valid license
- Drivers of state vehicles are not to provide rides for non-official passengers, including family members, friends or pets
- Seat belts are required for the driver and all passengers
- Drivers must comply with all traffic laws and obey posted speed limits, including:
 - TFREC = 10 mph
 - Columbia View (Longview Rd) = 20 mph
 - Sunrise Orchard = 20 mph



Vehicle Safety

- Drivers of WSU vehicles are responsible for:
 - Operating vehicles in a safe and professional manner
 - Not driving under the influence of impairing substances
 - Not transporting firearms, weapons or explosives
 - Handling all parking tickets, citations or infractions received while operating a University vehicle
 - Maintaining the cleanliness and good appearance of motor vehicles
 - Reporting mechanical problems to their supervisor
- The use of cell phones while driving is strongly discouraged
 - Must be hands-free
 - Absolutely no texting



Vehicle Accidents



- In the event of a accident:
 - Obtain medical treatment for anyone injured
 - Call law enforcement
 - Obtain the following information:
 - Name, address and telephone of involved parties, including witnesses
 - Vehicle descriptions and license plates
 - Insurance company name and address
- Follow the accident guide found in the glove box of the vehicle, which includes WSU insurance information
- Notify your supervisor as soon as possible
- Complete a Washington State Vehicle Accident Report (SF-137) within 2 days

On-the-Job Training

- If you have any questions regarding this training, please see your supervisor
- Your supervisor will also provide:
 - A tour of the facilities and work areas
 - Fire extinguisher training
 - Task-specific training
 - PPE and training on its use
 - Additional training as required by law

