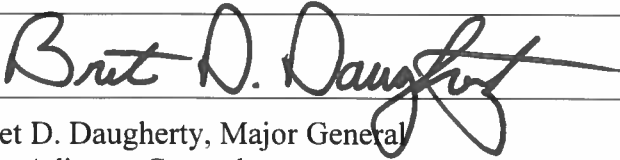


**Unified Washington Military Department and National Guard Policy  
No. 13-04**

<b>Title</b>	Washington Military Department Safety Policy
<b>References</b>	Revised Code of Washington (RCW) Chapter 47.17 Public Highways & Transportation Washington Administrative Code (WAC) Chapter 173-303 Ecology Chapter 296-24 WAC General Safety & Health Standards Chapter 296-800 WAC Safety and Health CORE Rules Chapter 296-62 WAC General Occupational Health Standards Chapter 296-155 WAC Safety Standards for Construction Work Air Force Instruction 91-202 Air Force Policy Directive 91-2 Air Force Instruction 91-207 Army Regulation 385-10 Department of Defense Instruction 6055.1 Department of Defense Instruction 6055.04 Department of Defense Instruction 6055.07
<b>Cross-Reference Number</b>	RSM-603-13
<b>Information Contact</b>	Safety and Risk Program Manager (253) 512-7950 (WMD State) Safety and Occupational Health Officer (253) 912-3825 (WMD Army) Chief of Safety (253) 512-3265 (WMD Air)
<b>Effective Date</b>	September 15, 2013
<b>Revised</b>	September 15, 2013
<b>Approved By</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

**Purpose**

To establish a comprehensive safety program that reduces the risk of accidents, injuries and environmental hazards and provides guidelines that promote safety for Washington Military Department (WMD) employees.

## **Scope**

This policy applies to all federal and state employees of the WMD, to include both full-time and traditional members of the Washington (Army and Air) National Guard, State Guard, and WMD volunteers.

## **Policy**

This policy is intended to unify corresponding Department of Defense policies and procedures, with State of Washington's Safety policies and procedures to provide seamless guidance across all elements of the WMD.

The WMD will:

1. Appoint a Safety Officer for the Air National Guard, Army National Guard and State Services. These appointees will establish procedures for their respective organizations based upon their appropriate regulatory guidance.
2. Establish a safety program to protect employees, military staff, and volunteer workers from known or suspected hazards in order to provide a safe and healthy working environment.
3. Appoint / maintain a WMD Safety Council:
  - (a) Each State Division, the Army National Guard, and Air National Guard will appoint at least one Safety Council representative.
  - (b) Each state employee bargaining unit will elect or appoint one representative to the Council.
4. Conduct its mission safely and in a standardized fashion.
5. Strive to eliminate accidents and exposure.
6. Actively participate uniformly in natural disaster and fire drills.
7. Address recognized hazards from:
  - (a) Reporting and investigating accidents;
  - (b) Hazard reporting; and
  - (c) Inspections.
8. Control hazardous chemicals.
9. Protect against airborne / environmental exposures.

10. Render first-aid assistance.
  11. Mitigate and control losses in order to enhance employee morale, and increase operational efficiency.
- B. Safety Officers shall:
1. Ensure that WMD safety procedures or appropriate military regulatory guidelines are maintained at each Division worksite and for maintenance operations involved with construction and/or repair projects.
  2. Coordinate integrated training events at each Safety Council meeting.
- C. Every maintenance operation involved in construction projects and/or repair (see Definitions below) shall maintain a current copy of the Military Department's Safety Program and associated procedures or appropriate military regulatory guidance.
- D. Building Managers or trained designee shall conduct monthly safety inspections.
- E. The Safety Council or trained designee shall complete biannual safety compliance audits.
- F. The Safety Council shall maintain records of safety inspections and biannual audits.

## **Definitions**

**Construction Projects** – All or any part of excavation, construction, erection, alteration, repair, demolition, and dismantling, of building and other structures and all operations in connection with the excavation, construction, alteration and repair of sewers, trenches, conduits, pipe lines, roads, and the moving of buildings and other structures.

**Maintenance** – The work of keeping a building, machine, roadway, etc., in a good state of repair.

**Repair** – Restore a building, machine, roadway, etc., to an original state after damage or decay.