

City of Oak Harbor

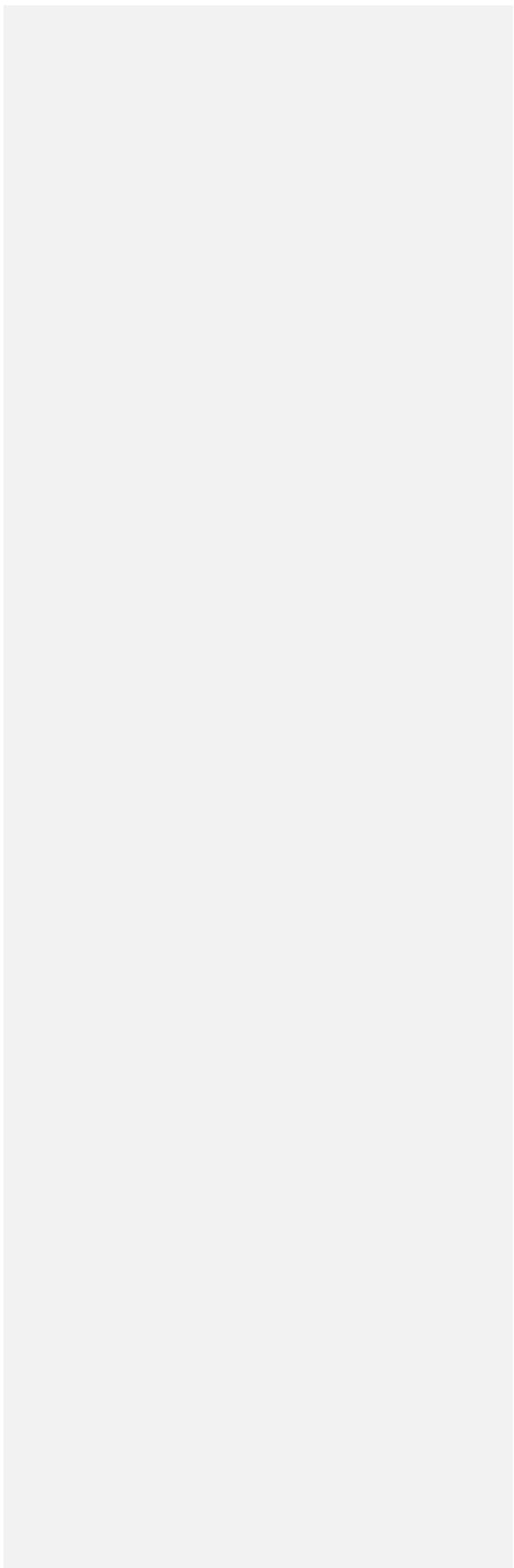
## Oak Harbor Marina

# ACCIDENT PREVENTION PROGRAM AND PLAN

Issued: December 10, 2000  
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NOTE: ITEMS IN BLUE ARE BOUND, EITHER IN WHOLE OR IN PART, SEPARATELY FROM THIS PLAN, BUT ARE INTEGRAL PARTS OF THE OVERALL PLAN. THEY ARE TO BE AT ALL TIMES CO-LOCATED WITH THIS PLAN.

# 1. GENERAL INFORMATION

## A. Overview

Industrial injury accidents create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the Marina and the City suffer from the loss of the injured person's contributions. This document is designed to assist all Marina employees in assuring that such an undesirable situation will not develop in our workplace. It provides information and guidance for the establishment and maintenance of an accident-free work environment.

## B. Procedures

The appendices to this directive contain guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and employees are expected to apply them to the job. The sample forms are to be used if they apply to the job concerned.

## C. Dissemination

A copy of the following policy statement will be issued to all Marina employees, and will be posted on the safety and health bulletin boards in the Harbormaster's Office and the Marina shop.

## D. Regulations

A copy of the following documents will be maintained at the Harbormaster's Office and in the Marina shop:

1. A revised copy of this Accident Prevention Program and supporting programs (Emergency Procedures, Lockout / Tagout program, Respiratory Protection program, Hazard Communication program, Oil Spill Plan, Propane Dispensing Manual, Bloodborne Pathogens program, and Accident Investigation and Reporting).
2. The WISHA poster, Form F416-081-000, which tells employers and employees their rights under the Washington Industrial Safety and Health Act.

## 2. OAK HARBOR MARINA SAFETY AND HEALTH POLICY STATEMENT

Commented [is1]:

The Oak Harbor Marina believes in the pride and importance of the individual employee and his or her right to work in a safe and healthy environment. The prevention of occupational injuries and illnesses is of consequence to this belief and will be given priority by all employees at all times. The Marina requires that an accident prevention program be in place and observed at all times.

The rules, regulations and guidelines presented below are to serve as:

- A basis for the safety orientation of new and summer employees;
- Training guidelines for Oak Harbor Marina employees;
- The establishment and operation of a management-employee safety and health committee;
- An active inspection program;
- Instructions for placement of guards and safety devices;
- Guidelines for use of personal protective equipment;
- Instructions for accident investigations as may be required.

Also, within constraints, the Marina has an obligation to provide for the health and safety of the user public. Employees responsible for the maintenance and security of facilities, operations and integrity of water, electrical, fuel and sewer systems, application of pesticides and removal of litter and all other work from docks and shoreside facilities shall be correctly informed and shall practice procedures as prescribed by State and Federal regulations for the protection of all.

All employees are encouraged and required to comply with all industry safety rules, and also to exercise good, safe judgment and common sense in anticipating, avoiding and preventing unsafe conditions.

All Marina staff, supervisors and employees, full and part time, share in the responsibility for maintaining a safe and healthful work environment.

Copies of this manual will be distributed to all employees, and will be maintained in the Harbormaster's office and the Marina shop.

David D. Williams  
Harbormaster

### 3. DEFINITIONS

**BBPs** means Blood Born Pathogens, pathogenic microorganisms that are present in human blood and can cause disease in humans, including but not limited to, hepatitis B virus and human immunodeficiency virus (HIV).

**Employees** means full time, part time, interns and temporary hires.

**Hazard** means a work place condition, practice or method that could cause injury, death or occupational illness.

**MSDS** means material safety data sheets describing the contents of certain containers.

**Pesticide** means a chemical or chemical compound used to control or eliminates insects, animals or herbaceous growth, and includes by definition herbicides.

**Oak Harbor Marina or Marina** means the employer and the employer's place of employment as defined in RCW Title 53 - Port Districts.

**Shall or must** means mandatory.

**Sharps** is a term common within Washington Administrative Code meaning needles or other items capable of puncturing the skin that may be contaminated with BBPs.

**Should or may** means recommended.

**Staff** means all Marina employees (see above) and other City staff when engaged in Marina activities on site or in vehicles.

## 4. STAFF RESPONSIBILITIES

At the Oak Harbor Marina each staff member fulfills a variety of responsibilities not easily divided. Each person shall know and be willing to uphold the safety and accident prevention responsibilities of both management and employee.

### Management Responsibilities:

#### 1. Prevention of Accidents and Health Hazards

- Orientation: All staff shall be advised of the Marina's commitment to providing a safe and healthy work place, shall be instructed in accident reporting procedures and shall be apprised of the availability and location of first aid supplies, safety equipment and the emergency call list. To assure orientation is complete, an Employee Orientation Checklist – Safety (see Section 10) and an Employee Orientation Checklist – Hazardous Substances (see separate [Hazard Communication Program](#)) shall be reviewed by the Harbormaster, Assistant Harbormaster, or Marina Attendant II with each employee upon employment. These checklists are to be signed by the employee, and retained in each employee's file.
- Training: Training shall be provided to each employee prior to use of any unfamiliar tool or machine, including ladders, scaffolding and safety devices, and prior to the application of herbicides/pesticides. Employees assigned to operate boom truck, tractors, mowers, or special rental or other equipment such as power lifts, hoists, or cutting tools shall request and receive orientation prior to use. Employees performing water and electrical system maintenance functions shall be supervised by a staff member who shall have completed all training required by State law, to assure safe procedures when exposing and maintaining an electrical or pressurized water system, and to comply with public health guidelines.
- Safety Meetings: A minimum of four all-hands Safety Committee meetings devoted solely to safety and health issues shall be held annually. Minutes shall be kept recording names of attendees, date, time and place, along with all items discussed and actions taken. One copy shall be bound and filed by the Safety Committee Chairman and presented for review to any representative of the Department of Labor and Industries upon request.

- Marina Maint. Attendant/Assistant Harbormaster safety meetings will be held weekly in the Marina office or shop. Individuals working afternoon or evening shifts or otherwise unable to attend routine safety meetings (for example, Summer hire) will be provided copies of minutes of safety meetings.
2. Posting: A bulletin board or place of posting adequate in size to display all required materials and located prominently to assure all employees access shall be provided in both the Harbormaster's office and the Marina shop. These bulletin boards will be maintained by the Marina Safety Committee Chairman (Assistant Harbormaster). Minimum required posting includes: WISHA Form F416-081-000 "Job Safety and Health Protection," Industrial Insurance Poster, OSHA 200 Summary, all citations and notices and the Marina's emergency telephone call list. Safety posters, safety committee minutes and any other pertinent safety items are recommended.
  3. Program Enforcement: Willful violations of safety procedures shall be considered grounds for disciplinary action. Any employee in violation is subject to receive a verbal warning. Repeated or serious infractions will result in written warning and potential dismissal.

## 5. EMPLOYEE RESPONSIBILITIES

Each employee of the Oak Harbor Marina shall observe and uphold the following requirements:

1. Know and practice good safety and health rules and apply sound principles of accident prevention in the performance of duties.
2. Promptly seek treatment if injured or ill and report details of any job related injury, illness, exposure, or property damage as promptly as possible on a timely basis.
3. Report hazardous conditions and take measures as required to stop and prevent unsafe acts.
4. Observe all hazard warning signs. Know location of fire suppression equipment, safety exits and evacuation procedures.
5. Keep aisles, walkways and working areas clear of materials that may cause slipping, tripping or other physical injury.
6. Not report to work under the influence of alcoholic beverages or drugs nor consume them while on Marina premises (except for staff who are live-aboards, outside of duty hours) or on official Marina business, unless prescribed by a doctor or the employee is off work .
7. Refrain from behavior that distracts or may confuse others engaged in work. Avoid horseplay and practical jokes.
8. Follow proper lifting procedures at all times. Ask for help when needed.
9. Maintain in good order all guards and protective devices on equipment. Do not wear torn or loose clothing or any other sources of entanglement on or around equipment.
10. Actively support and participate in the Marina's efforts to provide a safety and health program. Ensure first aid and CPR qualifications remain current.

11. Be attentive to activities and developments occurring under tenant control or supervision that may present a potential for accidents or health hazard to Marina employees and public.
12. An employee, who in good faith believes that a violation of safety and health standards has taken place, or that imminent danger exists, may request inspection of the workplace. No employee shall knowingly allow him or herself or others to be subject to unsafe condition.
13. No person shall remove, displace, damage, destroy or carry off any safety devices, safeguard, notice or warning furnished for use in any employment or place of employment.

## 6. DISCIPLINE POLICY

The Oak Harbor Marina believes that a safety and health accident prevention program is unenforceable without some type of disciplinary policies. We believe that, in order to maintain a safe and healthy workplace, the employees must be cognizant and aware of all Marina, City, State and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety or health violations.

The following disciplinary steps will be followed in order, except in the unlikely event that the seriousness of the violation dictates proceeding directly to Steps 2 or 3:

1. A first time violation will be discussed orally between the Marina supervisor and the employee. This will be done as soon as possible following the violation.
2. A second time offense will be followed up in written form and a copy of this written documentation entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending upon the seriousness of the violation.

## 7. GENERAL SAFETY PROVISIONS

All Oak Harbor Marina employees, full or part time, shall know, understand and follow applicable safety and health guidelines as found in the various chapters of the Washington Administrative Code (WAC). Copies of all WAC cited chapters are available in the Harbormaster's office. The predominant chapters requiring attention are as follows:

General Safety and Health	296-24
Construction Work	296-155
Occupational Health	296-62
Longshore, Stevedore and Related waterfront operations	296-56
Shipbuilding	296-304

As appropriate, from time to time, employees shall select applicable subjects to discuss before the safety committee. This is to assure complete and common understanding of approved safe procedures to be applied to the various tasks performed upon and within the Marina. The following subjects, not to be considered as complete, are appropriate examples for review and discussion.

Personal Protective Equipment	296-155-20 Part C
Personal Protective Equipment	296-306-060
Lockout/Tagout	296-24-110
Fall Restraint and Fall Arrest	296-155-245 Part C-1
Fire Protection	296-24-585
Fire Protection	296-155-260
Fire Protection	296-306-085
Tools, Hand and Power	296-24-650
Tools, Hand and Power	296-155-350
Welding and Cutting	296-24-680
Welding and Cutting	296-155-400
Electrical	296-24-956
Electrical	296-155-145
Electrical	296-306-145
Stairways and Ladders	296-24-735
Stairways and Ladders	296-155-475
Stairways and Ladders	296-306-105
Scaffolding	296-155-481

Motor Vehicles, Equipment	296-155-600
Motor Vehicles, Equipment	296-306-150
Concrete, Concrete Forms	296-155-675
Machinery and Machine Guarding	296-24-150
Machinery and Machine Guarding	296-306-061
Aerial Manlift Equipment	296-306-120
Pesticides	296-306-400
Medical First Aid	296-24-001
Safety Procedures	296-24-110
Sanitation	296-24-120
Carcinogens	296-62-077
Carcinogens	296-62-073
Hazard Communications	296-62-054
Respiratory Protection	296-62-071
Biological Agents	296-62-080

These chapters may be amended or new relevant chapters may be adopted from time to time. This list shall be modified to reflect such changes.

## 8. GENERAL WORK RULES

1. Always store materials in a safe manner. Tie down or support stacks or piles if necessary, to prevent falling, rolling or shifting.
2. Shavings, dust, scraps, oil or grease should not be allowed to accumulate. Good housekeeping is part of the job.
3. Do not allow refuse to accumulate. It is a safety and fire hazard.
4. Immediately remove all loose materials from ramps, docks, dock fingers, patios, etc.
5. Do not block walkways, dock fingers or ramps.
6. Avoid shortcuts. Use ramps, steps, boarding ladders, etc.
7. Install barricades and/or protective covers over all excavations, openings in floats or parking lot. Do not leave open accesses / holes unattended.
8. Get help with bulky or heavy materials to avoid injury to yourself and damage to materials or equipment.
9. Keep all tools and materials away from the edges of scaffolding, platforms, openings, etc.
10. Do not use tools with split, broken or loose handles, or with burred or mushroomed heads. Keep cutting tools sharp, and carry all tools in a container.
11. Know the correct use of hand and power tools. Use the right tool for the job.
12. All electrical tools (unless double insulated), extension cords and equipment shall be properly grounded.
13. All electrical power tools and extension cords shall be properly insulated. Damaged cords shall be replaced.
14. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.

15. Flammable liquids shall be used only in small amounts at the job location, and in approved safety cans.
16. Proper guards and 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!
17. Do not operate any power tool or equipment unless you are trained in its operation and authorized to do so.
18. Use tools only for their designed purpose.
19. Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any form of accident prevention device or practice provided for your use or which is being used by other employees.

## 9. PERSONAL WORK RULES

1. Report every injury, no matter how slight, to your supervisor immediately.
2. Horseplay, fighting, gambling, possession of firearms and possession or use of alcoholic beverages or drugs, except as prescribed by a qualified physician, are strictly forbidden.
3. Running on docks or floats, except as necessary to respond to an emergency situation, is strictly prohibited.
4. Wear clothing suitable for the weather and your work. Torn, loose clothing, cuffs, sleeves, etc., are hazardous and could cause accidents.
5. Jewelry (rings, bracelets, neck chains, etc.) shall be worn as desired, unless doing so presents a particular hazard in the work environment.
6. Hard hats must be worn when performing construction type work.
7. Proper eye protection must be worn where you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
8. Proper footwear must be worn at all times. Safety boots are required when performing construction tasks. Non-marking, rubber soled shoes are highly recommended when operating the Marina work boat or boarding tenants' boats for any reason.
9. Always use gloves or other protective clothing when handling rough materials, chemicals, and hot or cold objects.
10. When spray painting, sanding, or any time you are exposed to large quantities of dust, or to other toxic hazards, always wear the correct respirators as required.
11. Wear latex gloves and other protective equipment when exposure to bloodborne pathogens is possible. Examples: Operating the boat sewage pumpout units, pumping out the WATERLOO rest room barge, or servicing sewer lines or sumps.
12. Wear personal flotation devices at all times when on board the Marina work boat or any other water craft.

13. Wear fall protection equipment in addition to personal flotation devices when performing roof maintenance or working over water at heights greater than 10 feet.

## 10. EMPLOYEE ORIENTATION CHECKLIST – SAFETY

Employee Name \_\_\_\_\_

Title \_\_\_\_\_ Date Hired \_\_\_\_\_

This checklist is a guideline for conducting employee safety orientations for employees new to the Oak Harbor Marina. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place. The orientation should be performed by the employee's immediate foreman or supervisor.

Place a check in each box to indicate that the subject has been covered:

- 1. Explain the Marina's safety program, including:
  - a. Orientation
  - b. On-the-job training
  - c. Safety meetings
  - d. Accident investigation and reporting
  - e. Function of the safety committee
- 2. Personal protective equipment required and location.
- 3. Line of communication and responsibility for immediately reporting accidents.
  - a. When to report an injury.
  - b. How to report an injury.
  - c. To whom an injury should be reported.
  - d. Filing of accident report forms.
- 4. General overview of operation, procedures, methods and hazards as they relate to the specific job and duties.
- 5. Pertinent safety rules of the Marina and Washington State Safety and Health Codes.
- 6. First aid supplies, equipment and training.
  - a. Obtaining treatment.

- b. Location of supplies.
- c. Names of first aiders.
- d. Requirement to complete an approved first aid course.

Safety orientation checklist (page 2)

- 7. Emergency Plans.
  - a. Location of Emergency Call List
  - b. Review of "Panic Preventer File" and Oil Spill Plan
  - c. Exit locations and evacuation routes.
  - d. Use of firefighting equipment (extinguishers, hoses)
  - e. Specific procedures (medical, chemical, fire, etc.)
  
- 8. Vehicle safety. Valid Washington State Driver's License required.
  
- 9. Personal Work Habits
  - a. Serious consequences of horseplay.
  - b. Inattention.
  - c. Smoking policy.
  - d. Good housekeeping practices.
  - e. Proper lifting techniques.

**NOTE TO EMPLOYEE: DO NOT SIGN UNLESS ALL ITEMS ARE COVERED AND ALL QUESTIONS ARE SATISFACTORILY ANSWERED.**

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

## **11. OAK HARBOR MARINA NEW EMPLOYEE / SUMMER HIRE BRIEFING AGENDA**

The following items, at a minimum, are to be discussed with all new employees / summer hire personnel prior to issuing keys and assignment of duties in the Marina.

### **1. Marina Orientation**

*Marina layout  
Shop / tools / safety procedures  
Storage sheds / location of equipment  
Fuel tanks / used oil recycling facility  
Catalina Marine / boatyard  
Boat launching ramp  
Fuel dock  
Pumpout  
Hoist dock  
Pay stations  
Park area / Oak Harbor Yacht Club*

### **2. Locations of First Aid Kits**

*Fuel dock  
Shop  
Work boat  
Harbormaster house*

### **3. Location of / Requirement to Wear Protective Equipment**

#### **1. Fuel Dock Equipment / Procedures (See Section 18 of this Manual)**

*Walk through fuel system from tanks to dispensers, showing sumps, shut off valves and*

*electrical shut offs.*

*Review procedures for sale (cash, check, credit cards) and writing of receipts.*

*Show Veeder Root system, review alarms.*

*Demonstrate proper fuel dock procedures: "USCG recommends you..."*

- *Close all hatches & ports*
- *Put out galley fires, pilot lights and secure propane valves*
- *Turn off radios and blowers*
- *All hands not involved with fueling disembark*
- *No smoking on fuel dock.*

*Stress procedures to ensure gas in gas boat / diesel in diesel boat.*

*Discuss special hazards:*

- *Oil and fuel additives*
- *Used fuel absorbent pads (red cans)*

- *Filling of gas cans*  
*Fuel tax refund procedures*

## **2. Review Panic Preventer Notebook**

*Fuel / oil spill procedures*  
*Location of spill recovery equipment*  
*Location and operation of crash cart (shed 2-9)*  
*Location of fire alarms / 911 phones*

## **3. Pump Out Stations (Infection Control Procedures) (See Section 17)**

*Gloves*  
*Antimicrobial liquid soap*  
*Precautions*

## **4. Boats, Lines, Fenders and Bad Weather**

*Tying off boats*  
*Proper fenders*  
*Keep hands and feet clear*  
*Boats in bad weather (nervous skippers)*

## **5. Anticipate Fatigued Skippers**

*Long trip*  
*New to boating*  
*Nervous*  
*Drinking?*

## **6. Dealing with Work Release / Community Service Personnel**

*In uniform*  
*No phone privileges*  
*If you become uncomfortable in any situation, contact a member of the permanent staff.*

## **7. Uniforms / Clothing**

*Wear the uniform items provided*  
*Be recognizable as a Marina employee*  
*Wear shoes with non-slip soles. Do not wear shoes which mark boat decks.*  
*No eccentric or controversial items of apparel.*

## **8. Your Role as a Representative of the City**

*Courteous, friendly customer service*  
*Often, you will be the boater's only impression of the City of Oak Harbor*  
*Contact permanent work force personnel immediately if you are unsure / uncomfortable*

**Our primary mission is your safety! Work safely, use appropriate protective equipment, and – most of all – use your head!**

**Welcome aboard!**

***I certify that I have been briefed on the above items, and that I have had the opportunity to ask questions about any portions which are unclear to me.***

**Name (printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

(Revised 6/8/00)

## 12. WORK RELEASE PERSONNEL BRIEFING GUIDE

Worker's Name \_\_\_\_\_ Date \_\_\_\_\_

This briefing guide is intended to familiarize work release personnel with safety policies and procedures in use at the Oak Harbor Marina. Once completed and signed by both worker and Marina supervisor, it serves as documentation that this safety orientation has taken place. The orientation may be performed by any permanent marina staff member.

Place a check in each box to indicate that the subject has been covered:

- Marina Orientation**
  - Marina layout*
  - Shop / tools / safety procedures*
  - Storage sheds / location of equipment*
  - Fuel tanks / used oil recycling facility*
  - Boat launching ramp*
  - Fuel dock*
  - Pumpout*
  - Hoist dock*
  - Park area / Oak Harbor Yacht Club*
  
- Locations of First Aid Kits**
  - Fuel dock*
  - Shop*
  - Work boat*
  - Harbormaster house*
  
- Location of / Requirement to Wear Protective Equipment**
  - Hearing protection*
  - Eye protection*
  - Gloves*
  - Suitable foul weather gear*
  - Ask if you can't find it!*
  - Employ proper lifting techniques.*

- ☐ **Operation of Power Equipment**  
Mowers  
Edger  
Weed eater
- ☐ **Review Panic Preventer Notebook**  
Fuel / oil spill procedures  
Location of spill recovery equipment  
Location and operation of crash cart (shed 2-9)  
Location of fire alarms / 911 phones
- ☐ **Pump Out Stations (Infection Control Procedures)**  
Gloves  
Antimicrobial liquid soap  
Precautions
- ☐ **Boats, Lines, Fenders and Bad Weather**  
Acting as crew on work boat  
Tying off boats  
Proper fenders  
Keep hands and feet clear  
Boats in bad weather (nervous skippers)
- ☐ **Uniforms / Clothing**  
Wear the clothing items provided  
Wear shoes with non-slip soles. Do not wear shoes which mark boat decks.  
No eccentric or controversial items of apparel.  
No bare chests, shorts, etc.
- ☐ **Personal Work Habits**  
You are expected to work as a productive member of the Marina team.  
Do not engage in conversations with tenants / guests.  
Keep a low profile.  
Use of telephones for personal business is not allowed.  
No horse play! Pay attention!  
No smoking is allowed in marina buildings, vehicles or vessels.  
If you are not sure, ask! If you feel uncomfortable or unsafe at any time, with any task assigned, say so at once!

**Our primary mission is your safety! Work safely, use appropriate protective equipment, and - most of all - use your head! Welcome aboard!**

*I certify that I have been briefed on the above items, and that I have had the opportunity to ask questions about any portions which are unclear to me.*

*Name (printed)* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

## 13. SAFETY RULES FOR LADDERS

### A. General

1. Inspect all ladders before use for physical defects.
2. Ladders are not to be painted except for purpose of numbering.
3. Do not use ladders for skids, braces, workbenches or any purpose other than climbing.
4. When ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
5. Always face the ladder when ascending or descending.
6. If you must place a ladder over a doorway, barricade the door to prevent its use, and post a warning sign.
7. If you place a ladder so as to block a marina dock, walkway or finger, post a warning sign, use a barricade, and/or use entry control tape.
8. Only one person is allowed on a ladder at a time.
9. Always keep both feet on the ladder rungs. Do not step laterally from a ladder onto another object.
10. Do not jump from a ladder when descending.
11. All joints between steps, rungs and side rails shall be tight.
12. Safety feet shall be in good working order and in place.
13. Rungs shall be free of grease and oil.

### B. Straight Type or Extension Ladders

1. All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area..

2. After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
3. All extension or straight ladders must be secured or tied off at the top.
4. All ladders must be equipped with safety (non-skid) feet.
5. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

**C. Stepladders**

1. Do not place tools or materials on the steps or platform of a stepladder.
2. Do not use the top two steps or ladder cap of a stepladder as a step or stand.
3. Always level all four feet and lock spreaders in place.
4. Do not use a stepladder as a straight ladder.

For other rules and regulations regarding ladders, see Part J, Chapter 155, Washington State Department of Labor and Industries, Division of Industrial Safety and Health Construction Safety Standards.

## 14. SAFETY RULES FOR SCAFFOLDS

From time to time, generally associated with roof work, it may become necessary for the Marina staff to utilize scaffolding to accomplish necessary repairs. The following safety rules apply:

1. Only qualified and authorized persons may assemble / disassemble scaffolds.
2. Before starting work on a scaffold, inspect it for the following:
  - a. Are guardrails, toe boards and planking in place and secure?
  - b. Are locking pins at each joint in place?
  - c. Are all wheels on movable scaffolds locked?
3. Do not attempt to gain access to a scaffold by climbing on it, unless it is specifically designed for climbing. Use a ladder.
4. Scaffolds and their components shall be capable of supporting four times the maximum intended load.
5. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., which have been damaged or weakened in any way shall be immediately repaired or replaced.
6. Scaffold planks shall extend over their end supports not less than six inches or more than 12 inches, unless otherwise specifically required.
7. Scaffold platforms shall not be less than 18 inches wide unless otherwise specifically required or exempted.
8. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and the guard rail, extending along the entire opening, of No. 18 gauge U.S. Standard wire, with ½ inch mesh or equivalent protection.
9. All scaffolds must be erected level and plumb, and on a solid footing.
10. Do not change or remove scaffold members unless authorized.
11. Do not allow workmen to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.

12. Do not alter any scaffold member by welding, cutting, burning, drilling or bending.

For other rules and regulations regarding scaffolds, see Part J, Washington State Department of Labor and Industries, Division of Industrial Safety and Health Construction Standards.

## 15. SAFETY RULES FOR OPERATION OF THE MARINA WORK BOAT

“ACORN ONE”, the Oak Harbor Marina work boat is a 22 foot Orca, of fiberglass construction with a movable bow ramp. It is powered by two, 100 hp outboard engines, and has a 30 gallon fuel tank. Instrumentation includes a depth sounder, VHF and CB radios, a loud hailer, and normal engine instrumentation. Primary uses for this boat are: performing maintenance on marina docks, floats and breakwaters; transporting tools, materials and equipment from shore to work sited in and around the marina; removing driftwood and debris from marina waters; relocating boats which are otherwise incapable of being moved under their own power; taking boats under tow which have broken down inside the marina but within the City Limits; and providing emergency response assistance in the event of fire, vessel sinking, fuel/oil spill, etc. During emergency responses, the marina work boat is available for transporting police and fire personnel as required by the on-scene commander or harbormaster.

### A. Qualification to Operate

1. All persons evaluated as qualified and authorized to operate the marina work boat shall be so designated in writing by the Harbormaster. Levels of qualification are:

- Operator
- Emergency Response Operator

The individual's level of qualification shall be stated in his/her letter of designation. A sample letter of designation is attached to this section.

2. Prospective operators shall be trained in all applicable aspects of boat operation, including emergency, night and high wind situations and handling boats under tow, both on tow line and alongside tows. When, in the opinion of the trainer, the prospective operator is capable of operating the boat without supervision, he will report same to the harbormaster, so that a letter of designation can be prepared.

### B. Qualification to Crew

1. No person shall crew the work boat without first having received a safety and procedures brief from the qualified operator. This brief shall include, but not be limited to:

- The particulars of the mission at hand, and the general plan of attack.

- Duties the crew member is expected to perform.
- Requirement that crew wear a life jacket.
- Safety in line handling, fending off, and fendering and securing of boat(s).
- First aid / rescue procedures if applicable, including location of first aid kit, spill kit, grappling hook, life ring and fire extinguisher aboard boat.

### **C. General Operating and Safety Rules**

1. The marina work boat and on board equipment shall be inspected by a qualified operator monthly, in accordance with the marina's preventative maintenance plan.

2. Battery switch shall be turned OFF, with engines in the raised position and all canvas, lines and fenders secured, if boat will not be used again that work day. Generally, the boat will be moored in its assigned slip (B-13) when not in use.

3. Work boat is to be refueled as needed, and any time fuel level reaches ½ tank. OIL AND FUEL LEVELS ARE TO BE CHECKED AT LEAST ONCE PER DAY, BOTH BEFORE AND AFTER USE. This is necessary to ensure that the work boat is always ready to perform its emergency response role, and to ensure that the work boat itself does not ever require assistance because of lack of fuel or oil.

4. Life jackets shall be worn at all times, by all occupants of the work boat, when outside of the marina. Within the marina, staff shall have on board and readily available a life jacket / float coat. Work release, community service and all volunteer crew must wear a life jacket at all times.

5. The bow ramp shall be lowered only upon the direction of the operator. Generally, the boat will not be under way with the bow ramp in the lowered position. At any time when the ramp is down, it is to be secured using both the port and starboard side tie-off lines. Except as necessary to accomplish the work at hand, crew will not stand on the bow ramp.

6. When under way, the work boat shall display navigation lights and make other signals as required by U.S. Coast Guard regulations.

7. The red emergency beacon shall be on at any time the work boat is pulling or towing any vessel or object, or is working in waterways or other locations where its presence can impede the visibility and/or maneuverability of other vessels.

8. It is essential that all crew members at all times keep hands and feet clear of the gunwhales, cleats and other points of contact with other vessels or structures. DO NOT ATTEMPT TO FEND OFF USING HANDS, FEET, ARMS, LEGS OR OTHER PORTIONS OF THE BODY.

9. Unless otherwise coordinated, any time the work boat is in use, the on board VHF shall be on and set to channel 16, and the CB shall be on and set to channel 35. Additionally, embarked marina staff shall have in their possession an

FM radio with fresh batteries. The depth sounder shall be on and operating as desired by the operator, but at all times outside of the marina.

**D. Sample Letter of Designation for Work Boat Operation**

(Date)

From: Harbormaster

To: (Name)

Subject: **Designation as Marina Work Boat Operator**

Reference: (a) Oak Harbor Marina Accident Prevention Plan, Section 15

Having received the training and demonstrated the knowledge and abilities specified in the requirements of the Oak Harbor Marina Accident Prevention Plan, Section 15 (reference (a)), you are hereby designated as a qualified

\_\_\_\_\_ Operator

\_\_\_\_\_ Emergency Response Operator

of the Marina work boat. As such, you are also qualified to train other marina staff to the same level as your own qualification.

You are expected to maintain proficiency in boat operation so that you can perform to the level to which you have been designated.

David D. Williams  
Harbormaster

Copy to: Accident Prevention Plan  
Personnel File

## 16. SAFETY RULES FOR OPERATION OF MARINA BOAT HOIST

To ensure safety of personnel and equipment, all marina staff are required to observe the following rules and safety precautions:

1. Do not exceed hoist load limit of 6,500 pounds.
2. Use of hoist is not allowed in winds greater than 15 knots.
3. Use care in positioning hoist, to avoid contact with boat.
4. Ensure all attach points between boat and trailer are free before lifting.
5. Exercise extreme care to avoid trapping fingers / hands between hoist straps and boat.
6. Take care to cushion boat hull, life lines, etc., from hoist chains and clevis pins. Use fenders, pieces of carpet, wood blocks or other items to protect boat.
7. Center hoist over the load before starting to lift, to avoid swinging load as lift is started.
8. Ensure everyone in the immediate area is clear before load is moved.
9. Stand clear of all loads.
10. At no time shall any person be on board a vessel being hoisted.
11. Crane controls should be moved smoothly and gradually to avoid abrupt, jerky movement of load. Slack must be removed from sling and hoisting cables before load is lifted.
12. Never allow wire rope entering the drum to get out of the groove and "pyramid", or pile up on itself. IF THIS SHOULD OCCUR, A VISUAL INSPECTION OF HOIST CABLE BY MARINA STAFF IS MANDATORY BEFORE THE NEXT USE OF THE HOIST.
13. Ensure load is hoisted high enough to clear obstructions and personnel.
14. Verify with owner of boat that all through-hulls, drain plugs, etc., are in place and properly configured prior to water entry.
15. There will be no working on boats suspended in the hoist except with the express permission of the Harbormaster. Specifically, there will be no painting of boat hulls while suspended in the hoist.
16. Except for changing between long and short chain falls, no reconfiguration of the hoist is allowed, except by marina staff. AT NO TIME IS HOIST TO BE OPERATED WITHOUT A LOAD ON BOTH CABLE BLOCKS (i.e., the weight of the box frame, or other appropriate weight so as to maintain suitable cable tension.
17. If in doubt, ask for help.

## 17. SAFETY RULES FOR OPERATION OF BOAT SEWAGE PUMPOUT EQUIPMENT

Marina employees are at potential risk of being exposed to bloodborne pathogens when emptying and maintaining the restroom / pumpout barge, operating the fuel dock or barge pumpout systems, cleaning restrooms, or rendering first aid and CPR. The provisions of the City of Oak Harbor Bloodborne Pathogen Exposure Control Plan apply in full to each of these activities, and they apply to all marina staff.

The following provisions apply specifically to the operation and maintenance of boat sewage pumpout equipment, either at the fuel dock or on board the pumpout barge.

1. At all times, all bodily fluids are to be considered to be potentially infectious material.
2. For normal assistance of boaters in operation of the pumpout equipment, marina staff shall wear rubber or latex gloves, and shall wash hands thoroughly using Vionex or equivalent antimicrobial liquid soap.
3. Masks, eye and face protection shall be worn when there is anticipated exposure to splashes, spraying, or spatter of blood or other potentially infectious materials (fecal matter, etc.) THIS IS ALWAYS THE SITUATION WHEN PERFORMING MAINTENANCE ON PUMPOUT EQUIPMENT OR PLUMBING.
4. Other body protection, such as disposable coveralls, overboots, etc., is available and shall be worn when circumstances dictate.
5. Hands and other skin surfaces as applicable shall be washed immediately after removal of disposable gloves or other personal protective equipment.
6. Do not eat, drink, smoke, apply cosmetics or handle contact lenses while wearing gloves, or in locations where there is possible exposure to bloodborne pathogens.
7. Personnel who have open sores, cuts, etc., shall refrain from all direct contact with raw sewage, blood or other bodily fluids.
8. Exposure of a marina employee to blood or bodily fluids shall be reported to the employee's immediate supervisor as soon as possible, but no later than 24 hours after the occurrence.
9. Post exposure procedures, as prescribed in the City BBP plan, shall be followed in all cases where exposure of a marina employee to blood, raw sewage or other bodily fluids has occurred.

## 18. SAFETY RULES FOR FUEL DOCK OPERATION

Normal fueling operations at the Marina fuel dock will be safe and uneventful if both the marina fuel dock attendant and the boater(s) use common sense and pay attention to basic safety rules.

1. Staff person opening the fuel dock in the morning shall inspect all systems, dispensers, fuel lines, etc., prior to dispensing fuel. This inspection shall include: in-line manual fuel shutoff valves at both top and bottom of fuel dock ramp; emergency electrical shutoff switch to secure power to turbines, located on the south wall of the gas house; the fire alarm box at the top of the ramp; and, location and condition of all fire extinguishers, first aid kit, spill kits, and life ring.
2. Before fueling can begin:
  - Boat engine(s) must be stopped.
  - Radios / blowers off.
  - Galley fires and pilot lights out.
  - Propane valves secured.
  - All hands not involved with fueling disembarked.
  - No smoking on fuel dock.
3. The owner is ultimately responsible for ensuring he puts the proper fuel in his boat. However, it is our policy that the fuel dock attendant assist by inquiring if the fuel hose being offered is the proper one (gasoline for a gas boat, diesel for a diesel boat). Attendant shall accomplish this by stating to the person who will fuel the boat, "I am handing you gasoline / diesel", as appropriate.
4. Boaters shall be requested not to overfill / spill.
5. Wherever possible, a specially configured container, pad, etc., shall be used at vent and at fill point to contain spills/spits of fuel.
6. Fuel dock attendant should help to ensure boaters use bilge blowers to clear fuel fumes prior to starting engine(s).
7. Any fuel spills, whether on board the boat, on the fuel dock, or in the water, shall be dealt with promptly, in accordance with the Marina Spill Plan.

8. Before securing the fuel dock for the day, the attendant shall ensure that:

- Dispensers are locked, and hoses retracted.
- Pumpout hose is properly stowed, and pumpout is off.
- Spill pad containers have been emptied, and contents properly stowed in disposal barrel.
- All dock lines are neatly coiled.
- All trash, debris and loose items are cleaned up.
- All tools and equipment are put away.
- Gas house door is locked.
- Take a last look around for anything amiss or any unsafe conditions.

## 19. SAFETY RULES FOR DISPENSING OF PROPANE

- A. ONLY PERMANENT MARINA STAFF WHO HAVE BEEN TRAINED AND ARE PROPERLY QUALIFIED IN ACCORDANCE WITH THE “PROPANE DISPENSING STATION MANUAL” ARE AUTHORIZED TO DISPENSE PROPANE.
- B. SUMMER HIRE AND WORK RELEASE PERSONNEL ARE NOT ALLOWED TO DISPENSE PROPANE.
- C. UNDER NO CIRCUMSTANCES ARE TENANTS / CUSTOMERS ALLOWED TO DISPENSE THEIR OWN PROPANE.
- D. THE SAFETY AND PROCEDURAL RULES GIVEN IN THE “PROPANE DISPENSING STATION MANUAL” ARE TO BE METICULOUSLY FOLLOWED AT ALL TIMES.
- E. THE “PROPANE DISPENSING STATION MANUAL” IS CONTAINED IN A SEPARATE BINDER, WHICH SHALL BE CO-LOCATED WITH, AND AN INTEGRAL PART OF, THIS ACCIDENT PREVENTION PLAN.

## 20. MARINA ELECTRICAL SYSTEM MAINTENANCE AND REPAIRS

1. As a general rule, electrical system maintenance performed on the Marina piers and floats shall consist of:
  - Changing light bulbs, photo cells and fixtures as needed.
  - Replacing electric meters.
  - Replacing receptacles, circuit breakers and the wiring connecting the two in power pedestals.
  - Replacing circuit breakers in the various breaker boxes throughout the marina.
2. Electrical work other than that described above shall be performed only by a licensed electrician, and shall not be performed by marina staff. Specifically:
  - Any work in a power pedestal which is upstream of the circuit breaker itself.
  - Any work involving transformers, main feed lines, junction boxes, etc., shall be performed only by a licensed electrician.
3. No work shall be performed on a power pedestal, light fixture, breaker box, or other device or equipment when that item is still “live”, i.e., under power. The appropriate circuit breaker must be shut off, and properly locked / tagged out, and the equipment or circuit on which work is to be performed must be verified by test equipment to be de-energized, before work can begin.
4. Wherever possible, electrical repair work should be performed by a team of two employees to ensure the safety of both the employees and tenants / guests.

## 21. ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

The Oak Harbor Marina Assured Equipment Grounding Conductor Program is established and implemented in accordance with the provisions of WAC 296-155-147.

This program applies to:

- All cord sets and receptacles which are not a part of a permanent building or structure (i.e., extension cords, drop lights, etc.)
- Equipment connected by a cord and plug which is available for use by employees (i.e., portable electric power tools, all shop electric tools (grinder, table saw, drill press, radial arm saw, etc.)

The Assistant Harbormaster and the Marina Maintenance Attendant II are designated as “competent persons” authorized to implement and maintain this program, and to perform continuing tests and inspections as required. The Assistant Harbormaster is in charge of this program.

Each item of equipment to which this program applies shall be marked, tagged or otherwise permanently identified, so that the tests required by this program can be properly documented.

The following tests are required:

- a. Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug (except cord sets and receptacles which are fixed and not exposed to damage) shall be visually inspected prior to each day’s use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found to be damaged or defective shall not be used until repaired.
- b. The following tests shall be performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord-connected and plug-connected equipment required to be grounded:
  - 1) All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.
  - 2) Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

3) Each outlet receptacle, or power source, shall be tested to ensure proper polarity.

c. All required tests shall be performed:

- 1) Before first use.
- 2) Before equipment is returned to service following any repair.
- 3) Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over).
- 4) At intervals not to exceed three (3) months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding six (6) months.

d. No equipment is to be made available to, or used by, marina employees which has not met the requirements of this program.

The following documentation is required:

a. A test record shall be maintained, which identifies each receptacle, cord set, and cord-connected and plug-connected equipment that passed the test, and the last date it was tested or the interval for which it was tested.

b. Test records will be kept by means of a log book, to be maintained in the Marina shop.

c. Individual pieces of equipment will be color coded with green tape, and annotated with the date when the next test is due. IF THE DUE DATE HAS EXPIRED, THAT EQUIPMENT IS NOT TO BE USED, AND THE GREEN TAPE IS TO BE REPLACED WITH RED UNTIL A SATISFACTORY TEST IS AGAIN PERFORMED.

## 22. OPERATION OF MOTORIZED VEHICLES AND EQUIPMENT

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belt in the correct manner, and ensure passengers do the same. **DO NOT OPERATE A VEHICLE EQUIPPED WITH SEATBELTS UNLESS ALL PASSENGERS ARE PROPERLY RESTRAINED.**
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount vehicles when they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake, and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his load.
13. No marina employee shall maneuver boats on trailers or boats on dollies without first having been authorized to do so by the harbormaster or his assistant. The prospective operator must make at least one boat move "under observation" by one of these individuals before authorization for independent moves is given.

For other rules and regulations regarding motor vehicles, mechanized equipment and marine operations, see part M, Chapter 155, Washington State Department of Labor and Industries, Division of Industrial Safety and Health, Construction Safety Standards.

## 23. HOT WORK PROGRAM

Hot work is defined as any work which generates sparks or flame, including flame or plasma cutting, soldering and brazing, welding, grinding and hot sawing. Weed burning and torch-down roof installation is also considered hot work.

Whenever possible, hot work should take place in a designated area designed to minimize hazards from open flame or sparks. The following list of precautions is essential to minimize fire losses from hot work. Outside contractors involved in hot work operations are subject to the same system of supervision as Marina employees.

### PRECAUTIONS

1. Make sure sprinklers and other fire suppression systems are in service. Make sure an appropriate type of portable fire extinguisher is also available.
2. Before starting, sweep floors of combustible materials. Wet down wooden floors, or cover them with sheet metal or other noncombustible material. If working outside, keep sparks and slag from entering doors or windows.
3. Move any combustible material at least 35 feet away from the hot work. Cover any combustible material that cannot be easily moved.
4. If necessary, station extra persons with in the area with fire fighting equipment and to act as a fire watch.
5. Do not begin any hot work within one half-hour of quitting time. After completion of hot work, watch the scene for at least thirty minutes for smoldering fires, and inspect adjoining rooms or areas.
6. Don't use welding or cutting equipment near flammable liquids, or on closed tanks which have held flammable liquids or combustibles.
7. Keep cutting and welding equipment in good condition. Carefully follow the manufacturer's instructions for use and maintenance.
8. Gas shall be turned off at the bottles when oxyacetylene equipment is not in use.

Use, handling and storage of cutting and welding equipment, including gas cylinders, shall conform to OSHA and other applicable standards.

## 24. LOCKOUT / TAGOUT PROGRAM

The [Oak Harbor Marina Lockout / Tagout Program](#) is described in detail in a separate document. Copies are available in the Marine Maintenance Shop and the Harbormaster's office.

## 25. FALL PROTECTION PROGRAM

The Oak Harbor Marina's Fall Protection Program is intended to protect employees who may be exposed to the potential of falling while working at heights of four feet or greater above the ground.

### 1. Potential Fall Hazards

- Piers: Any areas of piers, docks or wharves directly above ground or solid objects and higher than four feet.
- Roofs over four feet in height;
- Equipment: Equipment specifically designed for lifting personnel more than four feet above ground.
- Hoist: Any parts of the machine outside the normal work areas and unprotected by railings.
- Fuel Tanks: Fuel tank external access ladders.

### 2. Hazard Elimination

- Piers: All fall hazard areas of piers, wharves and docks will be protected by safety railings or other barrier methods whenever possible. If barrier protection is not possible, other methods, such as safety harness and lanyards, may be necessary.
- Roofs: Whenever possible, roofing work should be accomplished by qualified roofing contractors. When roofing work is done by Marina employees, provisions of WAC 296-155-C-1 should be observed.
- Equipment: When working on unprotected areas of Marina equipment or structures such as the hoist, or fuel tank ladders, fall protection equipment shall be used.

3. Fall Protection Equipment

The Marina will provide appropriate fall protection equipment for all employees exposed to working heights above four feet. Only Marina provided fall protection and connection devices will be used when working on Marina property.

Only full body harnesses will be used as part of the Marina's fall protection. Safety belts or chest harnesses will not be used.

Connecting devices may be rope or webbing lanyards, retractable lifelines, shock absorbing lanyards, or other approved devices. Connecting devices will be connected to permanent safety attachment points or structural members capable of supporting at least five hundred pounds for each individual attached to the point.

3. Training

The Marina will provide and document training in the selection, care and use of Marina provided fall protection devices for all employees using these devices.

4. Lifting Equipment

Only approved equipment designed for personnel lifting will be used to perform overhead work. Fall protection equipment will be worn while working in lifting equipment. Ordinary pallets on forklifts WILL NOT be used for lifting personnel.

## 26. PERSONAL PROTECTIVE EQUIPMENT

From time to time, but not less than annually, a qualified staff member or qualified consultant shall assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of new or additional personal protective equipment. Performance of this assessment shall be certified in writing, including the name of certifying person and date of assessment. The term Certification of Hazard Assessment should be used.

Protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields shall be provided, used and maintained in a sanitary and reliable condition whenever necessary by reason of hazards to be encountered in the work place.

Further, Marina management shall verify that each employee has received and understands training in the use and care of all required safety equipment. Training shall include when personal protective equipment is required, what is required, how to properly don, doff, adjust and wear equipment, any limitation of equipment, and the proper care, maintenance, useful life and disposal of equipment.

Eye and Face Protection: Each employee shall use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapor or potentially injurious light radiation. Side protectors must be used when there is hazard from flying objects. Eye protection incorporating prescription lenses, or eye protection that can be properly worn over prescription lenses are optional. Employees engaged in welding and cutting of metal shall use filter lenses that have a shade member appropriate for the work being performed as approved in WAC 296-24-07801, Part A.

Head Protection: Approved hard hats shall be worn when working in areas where the potential for injury from falling or flying objects exist. Protective helmets designed to reduce electrical shock hazard shall be worn when near exposed electrical conductors. Hard hats shall comply with ANSI 289.1-1986 "American National Standards for Personal Protection – Protective Headware for Industrial Workers Requirements."

Persons working in the Marina shop around machinery or in locations which present a hair catching or fire hazard shall wear caps or another type of head covering which completely covers the hair. Defining hair lengths considered to be hazardous is no  
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simple task. Hair, facial or head, shall not be permitted to interfere with the proper fit or seal of a protective device. In all other cases, employees are expected to use good judgment in confining hair to prevent entanglement or contact with mechanical, chemical, or fire hazards. WAC 296-24-084. See Eye and Face Protection Selection Chart WAC 296-24-098.

Foot Protection: Each employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards. WAC 296-24-088.

Personal Flotation Devices: Should any Marina employee have reason to perform work of any kind on or over water, where the danger of drowning exists, approved personal flotation devices shall be worn.

## 27. HEARING CONSERVATION PROGRAM

The Oak Harbor Marina Hearing Conservation Program is designed to prevent occupational hearing loss in all Marina employees.

1. Hearing Protection
  - a. Hearing Protection will be made available to each employee exposed to noise at or above 85 dBa, and Marina employees are responsible for ensuring that hearing protection is used. At least two types of hearing protection (i.e., earplugs, earmuffs) will be made available for employee's use at no cost to the employee.
2. Warning Signs
  - a. Warning Signs will be posted at entrance to or at the periphery of all work areas in which employees may be exposed to noise of 115 dBa or more. Warning signs will clearly indicate that the area is a high noise area, and that hearing protection is required.
3. Specific areas requiring hearing protection when equipment is in operation:

When operating portable or stationary hand or power tools generating noise levels in excess of 115 db, for example chainsaws, grinding, chipping and deck scaling.

## 28. RESPIRATORY PROTECTION PROGRAM

The [Oak Harbor Marina Respiratory Protection Program](#) is described in detail in a separate document. Copies are available in the Marine Maintenance Shop and the Marina Harbormasters office.

## 29. HAZARD COMMUNICATIONS PROGRAM

The [Oak Harbor Marina Hazard Communications Program](#), with accompanying forms and procedures, is contained in a separate document under that title. This document is an integral part of the Marina's Accident Prevention Plan. Copies are to be co-located with this Plan, and will be maintained in both the Harbormaster House and the Marina Shop.

## 30. ENVIRONMENTAL CONTROLS

In any and all work places where construction, alteration, demolition, related inspection and/or maintenance and repair work, including painting is performed, safety requirements shall be complied with. See WAC 296-155.

Housekeeping: All Marina spaces shall be kept clean to the extent the nature of the work allows. Every floor, working surface and passageway shall be kept free from protruding nails, splinters, loose boards or openings; all debris and accumulation of materials shall be removed; and the shop area kept sufficiently clear to allow safe movement of mechanical equipment. All materials shall be stored safely, secured to prevent falling or collapse. All exits, fire extinguishers and other emergency equipment shall be maintained free of obstructions. Restrooms shall be kept in clean and sanitary condition. Contents of garbage cans shall be disposed of daily.

Sanitation: Accessible toilets and washing facilities meeting requirements of WAC 296-155-125 shall be provided with clean, tepid water between 70 and 120 degrees Fahrenheit available. The facilities in the Building 2 heads, and in the heads in the Harbormaster House, meet these criteria. Cleansing agents shall be provided and shall be adequate to remove paint, herbicides and other contaminants. Individual hand towels shall also be provided. Gasoline and solvents shall not be used for personal cleaning.

Ventilation: Exposure of employees to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in the general occupational health standards, WAC 296-62-07515 shall be avoided. Exhaust ventilation shall be installed and maintained wherever dust, fumes, mists, vapors or gasses are present or produced by the work activity. Respirators may be used in some cases. A plan for emergency situations shall be developed for each operation where there is possibility of an emergency and shall specifically include provisions for alerting and evacuating affected employees.

Respiratory Protection: Respirators shall be provided and used wherever a hazardous atmosphere may exist. Presence of flammable gas or vapors, airborne dust or lack of atmospheric oxygen are examples. For additional guidelines see the separate [Oak Harbor Marina Respiratory Protection Program](#).

## 31. BIOLOGICAL EXPOSURE CONTROLS (Bloodborne Pathogen Program)

Employees shall be protected from exposure to hazardous biological agents (BBPs) which may arise from handling or using materials or waste such as blood, potentially infectious contaminated clothing, needles or broken glass.

**Exposure Determination:** Marina employees are most likely to experience exposure when gathering discarded materials from Marina properties, when providing first aid, and when operating or servicing boat sewage pumpout or port-a-pottie dump facilities.

**Control Measures:** Reasonable caution shall be made to avoid contact with blood or potentially infectious materials. Employees shall regard all suspicious materials as potentially infectious. Tongs, disposable gloves and sharps containers shall be provided and used for containment and disposal of needles or other SHARPS items. Following the disposition of such items, the employee shall immediately wash hands using soap and water. Employees shall not eat, drink, smoke or handle contact lenses prior to the scrubbing of hands. It is preferable that all suspicious items such as broken glass be picked up using mechanical means such as tongs.

All full time maintenance and summer hire employees will undergo annual Biological Exposure training. In the event of a potential biological hazard, only trained, qualified individuals will respond for clean up.

The [City of Oak Harbor Bloodborne Pathogen Exposure Control Plan](#) applies to all Marina employees, and constitutes a part of this Accident Prevention Plan. It is to be co-located with this plan. All employees shall receive training on this plan upon reporting for work, and subsequently as part of the Marina safety training program.

*(See also Section 17: Safety Rules for Operation of Boat Sewage Pumpout Equipment.)*

## 32. THE MARINA SAFETY COMMITTEE

### Purpose:

To actively involve all Marina employees in the process of detecting and eliminating unsafe conditions and work practices and to utilize their collective knowledge in finding creative solutions to problems presented by their environment.

### Scope of Activities:

1. Accept and evaluate suggestions.
2. Review job procedures and recommend improvements.
3. Promote and publicize safety.
4. Conduct in-house safety inspections.
5. Assist in accident investigations.
6. Review accident reports.
7. Provide a forum for dissemination of accident and health information.

### Procedure:

1. Since the Oak Harbor Marina staff consists of a total of five (5) full time employees, the Safety Committee shall consist of all full time employees.
2. The Harbormaster shall serve as Safety Committee chairman. It shall be the chairperson's responsibility to compile the agenda and to lead meetings.
3. Frequency of meetings shall be determined by the committee but shall not be less than four per year or one per quarter.
4. Date, time and location of meetings shall be determined by the Committee chairman.
5. Attendance and subjects discussed shall be documented and maintained on

file for a period of two years. One copy will be posted on the Safety and Health bulletin board.

### 33. HOW TO HOLD A *GOOD* SAFETY MEETING

1. Be certain everyone knows the time and location of all meetings.
2. Insist that everyone attend. Before the next meeting, remind those that were late or failed to attend that *attendance is not an option*.
3. Pick an appropriate topic, geared to any problem areas, seasonal conditions, specific projects being performed, etc.
4. Start the meeting on time.
5. Don't waste time - give the meeting your undivided attention.
6. Discuss the topic you have chosen and prepared. Don't wait until the meeting to choose your topic.
7. Use handouts, posters, etc., to illustrate your topic.
8. Discuss current job safety events, accidents and close calls.
9. Encourage employees to discuss safety problems as they arise. Do not save safety concerns for the meetings. Allow some time for employee input or questions at the end of the meeting.
10. Involve all employees. Ask fellow employees to speak on a safety topic. Invite speakers from other departments (police, fire, public works, etc.) as appropriate.
11. If you prevent one accident, it is time well spent. Your topic may be one that some employees have heard many times, but there may be one person who is new or has never been told of the safety requirement for the topic. Repeating topics several times during the course of a project is beneficial as long as it applies to the work being done.
12. Follow up on employee concerns or questions and get back to them with the answer before the next meeting.
13. Be certain to document the attendance and the topics discussed.

## 34. CREW SAFETY MEETINGS

Purpose: To assist in the detection and elimination of unsafe conditions and work procedures in smaller work groups. We believe that there is no magic formula for the prevention of accidents. Hard work and perseverance are required, with the supervisor being the key to a successful result.

Scope of Activities:

1. Accept and evaluate suggestions.
2. Review job procedures and recommend improvements.
3. Promote and publicize safety.
4. Conduct in-house safety inspections.
5. Assist in accident investigations.
6. Review accident reports.
7. Provide a forum for dissemination of accident and health information.

Procedure: The following guidelines should be followed:

Supervisor-crew meetings will be held at least once a week, and immediately prior to any work event which is outside the normal routine. The Assistant Harbormaster or person(s) designated by him shall convene and lead these meetings. It is important that the supervisors and crew talk daily on accident prevention, and immediately upon the occurrence of any unsafe act.

Documentation: Attendance and subjects discussed shall be documented on Appendix C: Crew / Leader Safety Meeting Documentation Form. These forms shall be maintained on file for one year. Copies will be provided to the Chairman of the Marina Safety Committee, and posted on the local safety bulletin board. Copies of minutes will also be forwarded to individuals working different shifts and not able to attend routine safety meetings.

## 35. SAFETY BULLETIN BOARD

Purpose: The safety bulletin board is an additional method to increase awareness of safety and communicate management's safety messages.

Procedure: The safety bulletin board should be located for maximum employee exposure, usually in a lunch or break room.

A specific safety bulletin board which is designated exclusively for safety material is located in the Marina workshop. A second board is located in the Harbormaster's Office.

The Harbormaster and/or the Assistant Harbormaster are responsible for maintaining these boards.

Required Postings:

1. WISHA poster LI-416081
2. Industrial Insurance poster LI-210-191
3. Notice to report all injuries LI-416-80
4. Citations and Notices (as applicable)
5. OSHA Form 200 Summary
6. First Aid and CPR qualifications listing

## 36. SAFETY EDUCATION AND TRAINING

Purpose: Safety education training will be provided to increase awareness of accident causes and to promote acceptance of safety guidelines by presenting accident prevention as an integral part of all activities.

Procedure: The Marina will provide accident and safety training to all employees as part of safety committee meetings, by on-the-job training and through additional training as necessary.

Types of training: Specific training will be provided for certain types of jobs and equipment as necessary.

Examples of general safety training: Back injury prevention, slip and fall prevention, hand and foot protection, eye safety.

Examples of specific safety training: Operation of specific types of machinery and equipment (boat hoist, pumpouts, marina work boat, etc.), operation and use of safety equipment (fall protection, respiratory protection), and fire extinguishers.

All employees will be provided Hazardous Communication training as provided for in the separate [Hazard Communication Program](#). In addition, all Marina employees will be trained in Biological Control measures as described in Section 31 and the separate [City of Oak Harbor Bloodborne Pathogen Control Plan](#).

First aid and CPR training will be provided to all full time Marina employees (i.e., all employees except summer hire). First Aid and CPR certification will be renewed every three years or as required by Washington State Department of Labor and Industries.

The Oak Harbor Marina Safety Education and Training Syllabus is contained in Appendix A.

## 37. SAFETY HAZARD IDENTIFICATION AND REPORTING

### A. HAZARD IDENTIFICATION AND REPORTING

The main function of an accident prevention program is to provide a systematic method of identifying and eliminating or controlling hazards and potential hazards before they cause injury to an employee. In addition to the personal knowledge and experience of the marina staff, we will use the following methods of identifying hazards:

1. Reviewing records of past injuries or accidents, to help us understand what has caused problems in the past.
2. Conducting accident investigations to determine the chain of events that led up to an accident, and circumstances, unsafe acts or conditions that contributed to it. (The Oak Harbor Marina "Accident Investigation and Reporting Policy" is located in a separate binder, in the Harbormaster Office and the shop.
3. Periodic wall-to-wall inspections of the Marina, and/or evaluation of a work process from beginning to end to record anything that looks hazardous.
4. Conducting a job hazard analysis, which is the process of breaking a job down into its component steps, identifying hazards associated with each of those steps, and identifying ways to eliminate or control each hazard or potential hazard. (The format for the job hazard analysis is given in Appendix H.)
5. Development of an inspection checklist, based on common hazards that have occurred or are known to occur in the marina work environment. These checklists will be used for our regular monthly work site inspections, as described in Section 32, Safety Committee. The Marina Safety Inspection Guide is contained in Appendix D.)

Hazard Reporting – Any marina employee who observes a safety hazard must immediately report the hazard to a senior member of staff. A "Record of Hazard Observed" form is provided in Appendix F, and is to be used to document and report the hazard. Action taken to resolve the hazardous situation must be recorded on the form, and the form must be signed off by the Harbormaster or Assistant Harbormaster. A copy is then to be given to the employee who originated the report. The hazard report shall be reviewed with staff at the next weekly safety meeting.

### B. SAFETY INSPECTION PROCEDURES

The Oak Harbor Marina is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to our employees, and is committed to taking prompt action to eliminate those hazardous conditions. In addition to reviewing accident and injury records as part of our safety meeting agenda, we have implemented several methods of identifying hazardous conditions before they result in injury to our employees.

1. Annual Site Survey – Once each year, in January, an inspection team comprised of the entire staff will conduct a wall-to-wall walk through inspection of the entire marina property, both afloat and ashore. We will note any safety hazards or potential hazards. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more extensive investigation, assist in revising the checklists used during regular monthly inspections. This annual site survey will comprise a part of our annual review of the effectiveness of our accident prevention program.

2. Periodic Change Survey – Whenever we receive a new piece of equipment, or we change a method of performing a particular task, or changes are made to the marina piers, floats or structures which may have safety ramifications, the safety committee (all outside employees) will examine the changed conditions and determine actions or procedures necessary to eliminate or control any hazards that result, or may result, from the change(s).

3. Monthly Safety Inspection – Each month, as part of the first weekly safety meeting for that month, the Safety Committee Chairman (Harbormaster) will designate one area of the marina for hazards using the Marina safety inspection guide (Appendix D). A team consisting of all available employees will inspect this area, and record any hazards or concerns, which will in turn be discussed and resolved at the following weekly safety meeting.

4. Job Hazard Analysis – When tasks or work areas are identified as particularly or potentially hazardous as a result of a review of injury records, a note on the annual site survey, or a reasonable concern expressed by an employee, then a hazard analysis will be conducted as soon as possible, by an employee designated by the Harbormaster or Assistant Harbormaster. This analysis will be documented using the “Job Hazard Analysis” form (Appendix G). The task or work area will be modified as needed to eliminate or control the hazard, and all employees will be instructed regarding the changes.

#### C. HAZARD CONTROL

The Oak Harbor Marina is committed to eliminating or controlling work place hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where they have specific rules about a hazard or potential hazard in the marina. Wherever possible, we will modify our procedures or our facilities/equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will institute work practice controls that effectively prevent employee exposure to the hazards. When the above methods of control are not possible, or are not fully effective, we will require the use of personal protective equipment (PPE) such as safety glasses, hearing protection, respiratory protection, etc.

Methods of hazard control which are used by the Oak Harbor Marina are:

1. Engineering and Administrative Controls – Methods used to eliminate or control hazards include engineering controls such as building a guard or barrier, or administrative controls such as changing the way a job is done or providing personal protective equipment.

2. Personal Protective Equipment (PPE) – Based on our hazard assessments, we have determined that employees are required to wear personal protective equipment as follows, when engaged in the listed activities:

- | <u>PPE</u>                     | <u>Required</u>  |
|--------------------------------|--|
| • Safety glasses               | - when drilling, grinding, filing, sawing, nailing, etc.<br>Safety glasses must be checked prior to use for broken or missing components (such as side shields), and for scratched lenses. Safety glasses must have a “Z87.1” marking on the frame. If they are prescription, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses. |
| • Hearing protection           | - when exposed to noise of 115 dBa or higher   |
| • Leather gloves               | - when performing any work where hands are exposed to cuts, bruises, splinters, sharp edges, etc.<br>Gloves must be in good condition, with no holes, tears or missing fingers, and not oil soaked.  |
| • Latex gloves                 | - when operating or repairing boat sewage pumpout equipment, sewer lines, or emptying pumpout barge.<br>Gloves must be new, not previously used, and must be inspected for holes, tears, etc., before use. Gloves are to be discarded following use.   |
| • Face shields                 | - when there is danger of splashing or eye contact from bodily fluids or chemicals.<br>Face shields or goggles must be of a type appropriate for use (i.e., provided by marina), and must be properly fitted. Inspect to ensure there are no cracks or holes.  |
| • Respirators (Willson FX950)- | when spray painting, applying toxic chemicals<br>Refer to “Respirator y Protection Program” manual (bound separately) for use and care   |

instructions.

- Hard hats - In any area where overhead / construction work is being done.  
Ensure proper fit, proper adjustment of head band, no cracks, chips.
- Fall protection equipment - when working at heights greater than four (4) feet above ground  
See Section 23 for care of equipment.
- Flotation devices / float coats - when under way on marina work boat, or when doing  
high work over water.  
Ensure proper fit, all attachments fastened, no tears or rips.

3. Safety Rules – See Sections 7, 8 and 9 for General Safety Provisions, General Work Rules and Personal Work Rules, respectively.

4. Disciplinary Provisions – See Section 6.

5. Preventive Maintenance – The performance of preventive maintenance on marina equipment, systems and machinery is another method of preventing hazards from developing. The marina preventive maintenance schedule is given in Appendix I.

6. Programs to Control Certain Hazards address those activities and/or substances which are potentially so hazardous that state law requires special programs to be written to address them. Those special programs which apply to the Oak Harbor Marina are:

Accident Prevention	This binder.
Assured Equipment Grounding	Section 21, this binder
Bloodborne Pathogen	BBP binder
Fall Protection	Section 25, this binder
Hazardous Chemical Communication	HAZCOM binder
Lockout / Tagout	Lockout/Tagout binder
Emergency Action Plans	Sections 41, 42, 43, 44 this binder
	Panic Preventer File
Respiratory Protection	Respiratory Protection binder

## 38. OAK HARBOR MARINA ACCIDENT INVESTIGATION AND REPORTING POLICY

The [Oak Harbor Marina Accident Investigation and Reporting Policy](#), with accompanying forms and procedures, is contained in a separate document under that title. This document is an integral part of the Marina's Accident Prevention Plan. Copies are to be co-located with this Plan, and will be maintained in both the Harbormaster House and the Marina Shop.

## 39. RECORDKEEPING AND REVIEW

Purpose In accordance with applicable WISHA standards, the Oak Harbor Marina will ensure the appropriate records are kept as follows:

1. Maintain a log and summary of occupational injuries and illness on OSHA Form 200. Recordable cases include:
  - a. Every occupational death
  - b. Every occupational illness
  - c. Every occupational injury that involves:
    1. Unconsciousness
    2. Inability to perform all phases of the regular job
    3. Inability to work full time on a regular job
    4. Temporary assignments to another job
    5. Medical treatment other than first aid
2. Keep copies of all reports generated when an employee is injured on the job.
3. During the month of February, post the completed Summary portion of the OSHA Form 200 for the previous year on the work area Safety Bulletin Board.
4. Maintain records for five years following the year to which they relate.
5. Enter each recordable injury and illness on the log as early as practicable, but no later than six working days after receiving the information that a recordable case has occurred.
6. In addition to the OSHA 200 form, a supplementary record for each occupational injury or illness (OSHA 101) will be maintained. Other reports, such as worker compensation forms, are acceptable alternatives for the OSHA 101 if they contain the information required by the OSHA 101.
7. Prior to each weekly safety meeting, the Harbormaster will make available each new accident/incident report for review, along with updated OSHA 200 and incident report logs. These logs / reports will be reviewed for trends during the meeting. The Harbormaster may decide to conduct a separate investigation of any accident / incident.

Responsibility. The individual responsible for maintaining records and ensuring proper posting is the Harbormaster.

## 40. PROCEDURE FOR JOB SITE INJURIES

### If an injury occurs:

If you are injured, promptly report it to your supervisor or any Marina staff member.

First Aid kits are provided at the following Marina locations:

- In the Marina truck.
- In the Marina work boat.
- In the Harbormaster's Office.
- In the Marina shop.
- In the gas house at the fuel dock.

The Assistant Harbormaster or his designee will be responsible for maintaining and stocking all first aid kits monthly.

The emergency eye wash station is located in the Marina shop. This station shall be inspected monthly by the Assistant Harbormaster, and restocked as necessary.

All full time employees are required to have current first aid and CPR cards. Temporary (summer) employees may have been certified. A list of current first aid and CPR certified employees is posted on the safety bulletin board, along with the expiration dates of their cards.

In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. Use your FM radio and/or call 911.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, gloves should be used if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If an employee is exposed to blood, he/she must wash immediately with soap and water and report the incident to a supervisor. The appropriate follow up procedures will be initiated, including medical evaluation and counseling, provision of Hepatitis B vaccine, and blood testing of the source person. For further information, refer to WAC 296-62-08001(6).

## 41. FIRST AID KITS and FIRE EXTINGUISHERS

(See the diagram on the page following for locations.)

First Aid kits are provided at the following Marina locations:

- In the Marina truck.
- In the Marina work boat.
- In the Harbormaster's Office.
- In the Marina shop.
- In the gas house at the fuel dock.

The Assistant Harbormaster or his designee will be responsible for maintaining and stocking all first aid kits in these areas monthly.

The vehicle first aid kit shall be inspected monthly by the Assistant Harbormaster.

The emergency eye wash station is located in the Marina shop. This station shall be inspected monthly by the Assistant Harbormaster, and restocked as necessary.

Fire extinguishers are located in the Marina truck, workshop, gas house and fuel dock, harbormaster's office, and at numerous locations throughout the Marina. Fire extinguishers shall be inspected annually by an outside vendor. Fire extinguishers in the immediate workplace will be visually inspected by the area safety representative.

Marina employees will be provided annual training to familiarize them with the proper use of fire extinguishers as necessary. This training will normally be conducted by the Oak Harbor Fire Department.

## 42. EMERGENCY CALL LIST

In cases of an emergency situation that has occurred or is imminent involving fire, personal injury, structural collapse, bomb, arson or personal threats, assault, vehicle crash, chemical exposure, chemical leak or spill, real or potential water system failure or contamination or civil disturbance, staff is to take the following steps. Remember, these are only guides; use your best judgment.

### **In all cases, stay calm.**

- a. Speak plainly and slowly
- b. Describe nature of emergency
- c. Be exact
- d. Answer questions
- e. Treat emergency with caution
- f. Do not expose others to danger unless absolutely necessary
- g. Keep area clear of unauthorized persons

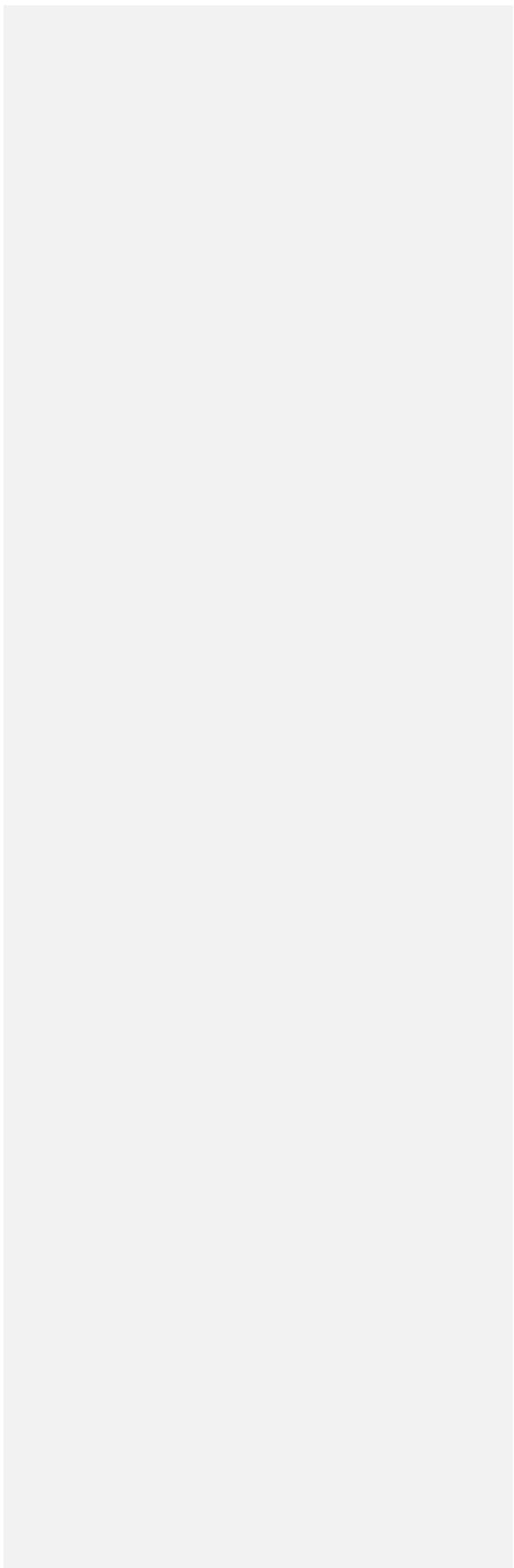
### **Use 911 "One Call Gets All"**

Oak Harbor Fire Department  
Oak Harbor Police Department  
Ambulance  
Hazardous Materials Response  
Emergency Services

### **Call Others Next as Appropriate**

Marina Office - (360) 679-2628  
Marina Shop - (360) 679-5551 Ext. 242  
ICOM - (360) 679-9567  
City Hall - (360) 679-5551

Marina Harbormaster  
Dave Williams  
Office - (360) 679-2628  
Home - (360) 675-8856  
Cellular - (360) 202-2880



Marina Assistant Harbormaster  
Wes George  
Shop - (360) 679-5551 Ext. 242  
Home - (360) 279-8179

Marina Maintenance Attendant  
Dan Davis  
Home - (360) 679-1396

City Of Oak Harbor  
ICOM - (360) 679-9567

In cases involving property damage or casualty loss to the Marina, notify the City Administrator, City Of Oak Harbor, (360) 679-5551, so that the appropriate insurance agencies may be notified.

### **For bomb, arson or personal threats - LISTEN, RECORD, NOTIFY**

- Treat all calls as authentic
- Remain calm
- While receiving, write details no matter how trivial
  - a. Time and date
  - b. Record message, write it down. Ask caller to repeat if necessary
  - c. Male or female
  - d. Accent
  - e. Listen for background noise. Keep caller on phone. Ask short, direct and pertinent questions. Transfer call if asked. If possible, have another person use another phone to call 911 while the caller is on the line.
- Reduce hazard if you can
  - a. Notify the appropriate Law Enforcement agency.
  - b. Let law enforcement officers take control when they arrive
  - c. If directed by law enforcement, evacuate to at least 300 feet from the building. The senior staff member present should verify that all employees have left the building and are accounted for.
  - d. If possible, open windows and doors when exiting.
  - e. If time permits, check for strange objects and disconnect sound making devices and appliances.
  - f. DO NOT activate any switches or turn on any equipment.
  - g. Do not make any statements to the press or public unless directed or authorized by the Mayor or City Administrator, or their designee

## **Structural Collapse**

- If occupied, call 911 and give name, location and suspected injuries, number of trapped.
- Shut off power and gas, if appropriate
- Summon maintenance crew and equipment

## **Chemical Exposure or Spills**

- Call 911
- Take containment action
- Notify tenants and others in vicinity
- Notify Harbormaster and/or Assistant Harbormaster
- Note proximity to water lines, close if necessary
- Notify Department of Ecology - a legal requirement

## 43. EMERGENCY PROCEDURES

Marina emergency procedures are contained in the [Oak Harbor Marina “Panic Preventer” notebooks](#) which are located as follows:

- Harbormaster’s Office
- Marina Workshop
- Fuel Dock
- Marina Work Boat

These notebooks contain emergency bills for the following:

- Medical Emergency (November)
- Structural Fire Ashore (April, with Oak Harbor Fire Dept.)
- Fire on Docks (April, with Oak Harbor Fire Dept.)
- Boat on Fire – Not at dock (April, with Oak Harbor Fire Dept.)
- Sinking / Sunk Boat (March)
- Water Accident Response Plan (June)
- Bomb Threat (September)
- Spill Prevention, Control and Countermeasures Plan for Oil or Hazardous Materials (May)
- Wind Storm (September)
- Snow Watch Plan (October)
- Freeze Bill (November)

*Copies of these bills are bound separately in the “Panic Preventer” Notebook, which is to be co-located with, and form a part of, this Accident Prevention Plan.*

All employees shall be trained on all bills at least annually, to include drills. The above list of emergency bills provides dates when training / drills will normally be conducted.

## 44. EMERGENCY EVACUATION ROUTES

### Harbormaster House and Marina Shop

Marina Shop: Exit through north side door, west side door, or any one of the three roll-up bay doors.

Harbormaster House: Exit down stairs on north side of building and outside to parking lot. If exit stairs are blocked, use the rope ladder located in the storage room to exit from glass window on south side of harbormaster's office. (Break lower window section, remove any remaining glass fragments, attach rope ladder to eye bolts on floor behind desk, and descend to pier deck. Proceed to parking lot and remain clear of emergency response units and equipment.)

## 45. OAK HARBOR MARINA INCIDENT REPORT

The following form shall be used to report incidents taking place within the Marina which do not meet the criteria for reports as described in the [Accident Investigation and Reporting Plan](#). Examples of instances when this form would be used are:

- Violations of Marina Best Management Practices
- Fuel Spills
- Incidents involving tenant/guest misconduct
- Reports of hostile tenants / customers
- Damage to marina by customers / tenants

OAK HARBOR MARINA

INCIDENT REPORT

Date:

To: Doug Merriman, City Administrator  
Mark Soptich, Fire Chief  
Rosemary Morrison, City Clerk

From: Dave Williams, Harbormaster

Subject: **Incident Report:**

Party #1:

Name:  
Address:  
City/State/Zip:  
Phone:

Description of Boat or Vehicle:

Estimate of Damage Done:.

Description of Incident:

Weather Conditions:

Witnesses:

cc: Phil Bleyhl, City Attorney

Appendix A:  
Oak Harbor Marina  
SAFETY EDUCATION AND TRAINING SYLLABUS

**Oak Harbor Marina  
SAFETY EDUCATION AND TRAINING SYLLABUS**

**Purpose:** Training is an essential part of our plan to provide a safe workplace at the Oak Harbor Marina. Ongoing safety and health education programs will be provided for all marina employees in an effort to increase awareness of accident cause factors, to improve team spirit by demonstrating management’s concern for our employees, and to promote acceptance of safety and health rules by presenting accident prevention as a positive, desirable and integral part of all of our activities.

**Procedure:** The Oak Harbor Marina will provide a systematic accident prevention program for our employees, including on-the-job training in his/her work area, to familiarize all hands with marina safety and health requirements.

**Types of Training:** Specific training will be provided for certain jobs and kinds of equipment. First aid training and certification are required for all regular employees (except summer hire), to assure that all employees can be afforded quick and effective first aid in the event an injury or illness occurs on the job.

**Responsibility:** It is essential that all employees receive the required training *before* they assume the duties which require the training. The immediate supervisor of the employee is responsible to see that all new employees receive an initial orientation. It is the responsibility of the Harbormaster to ensure all employees have received any training required to do the job safely, that their employee records document the training, and that an outline and materials list is available for each training course we provide.

**Training Courses Provided:** The following training courses are provided:

<u>Course</u>	<u>Who must attend</u>
<b>Basic Safety</b>	
New Employee Orientation	All new employees (except summer hire)
Summer Hire Orientation	Summer hire employees
Work Release Orientation	All work release personnel
Instilling Safety Awareness	All
Employee Safety Responsibilities	All
General and Personal Work Rules	All
Good Housekeeping	All
Job Hazard Analysis	All
Employee Rights under OSHA	All
Accident Investigation and Reporting Policy	All
Operation of Motorized Vehicles and Equipment	All

**Personal Protection**

Personal Protective Clothing & Equipment (PPE)	All (incl. summer hire)
Eye and Face Protection	All (incl. summer hire)
Respiratory Protection Program	All maintenance personnel
Hearing Conservation Program	All (incl. summer hire)
Skin Protection	All (incl. summer hire)
Foot Protection	All maintenance personnel
Safe Lifting / Preventing Back Problems	All (incl. summer hire)
Safety Rules for Ladders and Scaffolds	All maintenance personnel
Hot Work Program	All maintenance personnel
Fall Protection Program	All maintenance personnel

**Hazard Communication and Chemical Safety**

Hazard Communication / Right to Know	All maintenance personnel
Material Safety Data Sheets	All maintenance personnel
Chemical Labels	All maintenance personnel

**Safety Inspection Program**

Marina Safety Inspection Program	All
Safety Hazard Identification and Reporting	All

**Emergency Response / Fire Prevention**

Medical Emergency	All (incl. summer hire)
Fire (Structural, Dock, Boat)	All (incl. summer hire)
Sinking Boat	All (incl. summer hire)
Boating Accident	All (incl. summer hire)
Windstorm	All (incl. summer hire)
Snow	All (incl. summer hire)
Freeze	All (incl. summer hire)
Fuel / Oil Spill Plan	All (incl. summer hire)
Fire Extinguishers	All (incl. summer hire)
First Aid: Injury	All (incl. summer hire)
Job Site Injuries, procedure for	All (incl. summer hire)

**Health**

Exposure Control Plan / Bloodborne Pathogens	All
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**Specific Operations**

Lockout / Tagout	All maintenance personnel
Electrical Safety	All maintenance personnel
Assured Equipment Grounding Conductor Program	All maintenance personnel
Machine Guarding	All maintenance personnel
Welding, Cutting, Brazing	All maintenance personnel
Power Tools	All maintenance personnel
Operation of Marina Work Boat	All maint / summer hire
Maneuvering Boats on Dollies	All maint / summer hire
Operation of Boat Hoist	All maint / summer hire
Operation of Boat Sewage Pumpout Equipment	All maint / summer hire
Fuel Dock Operations	All maint / summer hire

Propane Dispensing

All maintenance personnel

Appendix B:  
Oak Harbor Marina  
SAFETY TRAINING AND INSPECTION  
ANNUAL CALENDAR

Oak Harbor Marina  
SAFETY TRAINING AND INSPECTION  
ANNUAL CALENDAR  
Updated: 1/21/01

**Reference Sections**

**Item**

**WEEKLY**

4,34                      Crew safety meetings  
  
                                  Work boat inspection  
  
                                  Crash cart inspection

**MONTHLY**

43, Panic Preventer    Emergency drills  
                                  Sinking / sunk boat                      March  
                                  Structural fire ashore                  April (with OHFD)  
                                  Fire on docks                              April (with OHFD)  
                                  Boat on fire                                April (with OHFD)  
                                  Spill plan                                    May  
                                  Water accident response                June  
                                  Bomb threat                                September  
                                  Wind storm                                September  
                                  Snow watch                                October  
                                  Medical emergency                      November  
                                  Freeze bill                                 November

Resp Protection        Inspect respirators and log results  
  
                                  Fire extinguisher inspection

**QUARTERLY**

4,32                      All hands safety committee meeting  
  
4.32                      Inspection of designated zones  
  
21                         Assured equipment grounding inspections  
  
HAZCOM                Audit MSDS binder

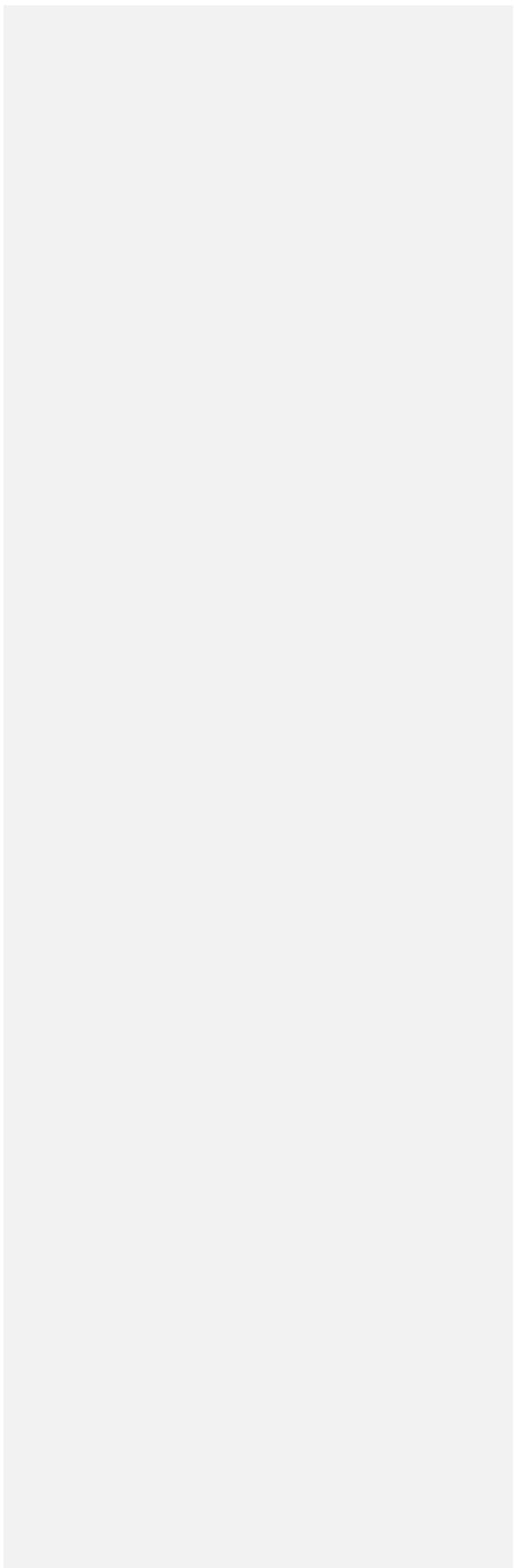
**ANNUALLY**

37                        Wall-to-wall safety inspection  
  
37                        Annual review of safety plan  
  
19, Propane Manual    Certification for dispensing propane  
Oak Harbor Marina Safety Manual

<u>Reference Sections</u>	<u>Item</u>
	Review first aid and CPR qualifications. Renew as necessary.
App. A	Complete training syllabus
31, BBP Notebook	Biological Exposure Training (June). (Include summer hire)
HazCom NB	Complete Hazard Communication Checklist
HazCom NB	Respirator equipment training
Lockout/Tagout NB	Inspect Lockout/Tagout program
	Hoist inspection (February)
	Fire alarm confidence test (October)
	Fire hose inspection (OHFD)
	Fire extinguisher inspection (March)

**AS OCCURRING / AS NEEDED**

10	Employee orientation checklist – safety (new employee)
HazCom NB	Employee orientation checklist – hazardous substances (new employee)
11	Summer hire orientation checklist (new summer hire employee)
12	Work release personnel briefing guide (each new worker)
15	Letter of designation for work boat operation
37, 38, Accident NB	Conduct accident investigations
37	Conduct job hazard analysis
37	Conduct periodic change survey
HazCom	Review new MSDS'
HazCom	Brief on hazardous, non-routine tasks
Respiratory Protect.	Fit test respirators before use
Respiratory Protect	Respirator medical evals
Lockout/Tagout	Re-training on Lockout/Tagout requirements



Appendix C:  
Oak Harbor Marina  
SAFETY MEETING DOCUMENTATION FORM

Appendix D:  
Oak Harbor Marina  
MARINA SAFETY INSPECTION GUIDE

**Oak Harbor Marina**  
**SAFETY INSPECTION GUIDE**  
Updated: 1/23/01

**A** - Adequate at time of inspection  
**B** - Needs immediate attention

**A**      **B**

**1. JOB SITE INFORMATION**

- WISHA and other job site warning posters posted.
- Scheduled safety meetings held and documented.
- Adequate employee training - general and specific.
- Medical services, first aid equipment, stretchers and a qualified first aider available.
- Emergency telephone numbers, such as police, fire, doctor, hospital, ambulance, posted.

**2. HOUSEKEEPING AND SANITATION**

- Working areas generally neat
- Yards and parking lots clean and groomed
- Waste and trash regularly disposed of
- Lighting adequate for all work tasks
- Projecting nails removed or bent over
- Oil and grease removed from floors / walkways
- Waste containers provided and used
- Passageways, walkways and dock fingers clear
- Sanitary facilities adequate and clean
- Potable water available for drinking
- Disposable drinking cups and containers for used cups provided

**3. FIRE PREVENTION**

- Fire protection program developed
- Fire instructions provided to employees
- Adequate fire extinguishers, identified, checked and accessible
- Phone number of fire department posted
- Hydrants clear, access open
- Good housekeeping in evidence
- NO SMOKING signs posted and enforced (where needed)

- Temporary heating devices safe. Adequate ventilation provided

#### **4. PERSONAL PROTECTIVE EQUIPMENT**

- Eye protection available and used
- Hearing protection available and used
- Hard hats available and used where required
- Gloves available and in good condition
- Latex gloves available at all locations where needed (shop, fuel dock, WATERLOO, Acorn)
- Signage requiring hearing/eye protection in place on or near all power equipment

#### **5. ELECTRICAL INSTALLATIONS**

- Adequate wiring, well insulated, grounded, protected from damage
- Assured Grounding Program followed
- (Or) Ground Fault Circuit Interruptors used

#### **6. HAND TOOLS**

- Proper tools being used for each job
- Safe carrying practices used
- Tools regularly inspected and maintained

#### **7. POWER TOOLS**

- Good housekeeping where tools are used
- Tools and cords in good condition
- Proper grounding of all tools
- Proper instruction for use provided
- All mechanical safeguards in place and in use
- Tools neatly stored when not in use
- Right tool being used for the job at hand
- Tool is tagged to show compliance with Assured Grounding Program

#### **8. LADDERS**

- Ladders inspected and in good condition
- Ladders properly secured to prevent slipping, falling
- Side rails extend 36" above top of landing
- Stepladders fully open when in use
- Metal ladders not used around electrical hazards
- Ladders not painted

- Ladders properly stored
- Ladder safety feet in use
- Grid ladder inspected and clean

**9. SCAFFOLDING**

- Erection properly supervised
- All structural members meet safety factors
- All connectors secure
- Scaffold tied to structure when required
- Working areas free of debris, snow, ice and grease
- Workers protected from falling objects
- Guard rails, intermediate rails, and toeboards in place
- Adequate, sound planking provided
- Ropes and cables in good condition

**10. TRAFFIC CONTROL (WHERE REQUIRED)**

- Roadways or walkway hazards effectively barricaded
- Barricades illuminated or reflectorized at night
- Traffic control devices used when appropriate

**11. MARINA TRUCK**

- Inspection and maintenance records up to date
- Operators qualified for vehicle in use
- City and state vehicle regulations observed
- Brakes, lights, warning lights operative
- Weight limits and load sizes controlled
- Personnel transported in a safe manner
- All glass in good condition
- Back-up signals provided
- Fire extinguisher installed
- SLOW MOVING VEHICLE signs used when required

**12. BOAT DOLLIES**

- Tires properly inflated
- Wheels rotate freely
- Pads, jack stands in good condition and lubricated
- Ball hitch in good condition and of proper size
- Boat level left/right and fore and aft, and sitting securely on all pads

- Blocking material in place as required.

**13. MARINA WORK BOAT (ACORN I)**

- Preventive Maintenance Checklist signed off and current
- All lights operative
- Horn operative
- Depth sounder operative
- Radios, loud hailer working
- Flare kit on board and current
- First aid kit on board and current
- Rescue blanket on board
- Fire extinguisher on board and current
- Grappling hook on board and in good condition
- Mooring lines, fenders OK
- Anchor / tow bit inspected
- Fuel level topped off
- Oil level checked
- Tool kit on board
- Binoculars on board
- Float coats / life vests on board
- Port engine operation
- Stbd engine operation
- Steering / steering linkage inspected
- Overall visual inspection

**14. BOAT HOIST**

- Paint and appearance
- Weight capacity stencil
- Hoist dock clean and clear of debris
- Clevis pins, chain falls, lifting straps in good condition
- Pulley blocks clean, free of heavy grease build-up
- Visual inspection of wire rope, hoist trolley, festoon
- No cable over-wrap on drums
- Control stations in good condition and operating properly
- Check for proper operation of travel stops and limit switches

**15. CRASH CART (SHED 2-09)**

- All equipment on inventory list is present
- Equipment in good condition
- Verify when gasoline pump was last run

#### 16. FUEL TANKS, LINES AND SUMPS

- Fuel on/off valves - inspect and operate
- Spill response kit present and fully stocked
- Fence in good condition, gates locked
- Fire extinguishers in place, inspection current
- Enclosure clear of debris, obstructions
- All material properly stowed
- Check for indications of fuel leaks
- Oil recycling station clean and orderly
- Check levels in recycling tanks
- Storm drains clear
- Inspect control board for indications of problems/tampering
- Follow above-ground pipe run, check for evidence of leaks
- Open each of the three sumps. Check for dryness, evidence of leakage. Cycle shut-off valves.

#### 17. FUEL DOCK

- Trace fuel lines under hoist dock, ramp. Check for condition / leaks
- Inspect fire alarm box at top of ramp
- Inspect and cycle fuel shut-off valves
- Inspect flex hoses for signs of wear, leaking
- Ramp clean, treads in good condition
- Transition plate clean, non-skid in good condition
- Electrical, plumbing connections at top and bottom of ramp
- Fuel dispensers clean, no leaks, sumps dry
- Spill response kits in place, full
- Pumpout / dump station clean, operating properly, hoses and electrical connections in good condition
- Water lines secure, no leaks
- Cleats tight
- Dock cleanliness
- Fuel absorbent pad containers empty
- Life ring / casting line in place
- First aid cabinet in place, properly provisioned
- Latex gloves, anti-bacterial soap available

#### 18. PLAYGROUND

- Cleanliness
- Free of debris, broken glass, cans, obstructions
- Playground equipment in good condition, free of protrusions which could cause injury
- Verify date, results of last Parks Dept inspection of playground equipment
- Gravel under playground equipment raked, leveled
- Volleyball courts groomed, free of debris, glass, cans, etc.
- Horseshoe pits and vicinity groomed
- Barbeque pits free of glass, cans, bottles, rocks, other debris
- Picnic tables in good condition and stable

**19. MAIN DOCK / HARBORMASTER HOUSE**

- Main gate - condition, service, functioning
- Pedestrian gate - properly serviced, functioning, battery back-up operational
- Dock lights operational
- Log booms in place, secured
- Fire extinguishers in place and current
- Water lines intact, no signs of leakage
- Fire alarm box clearly marked & painted
- Telephones in bus stop and at lower door operational
- Life ring / line in place inside cabinet
- Dock cart area clean and free of debris
- Soft drink machines in good condition, functioning
- Bathrooms - all lights, fixtures and equipment operating and clean
- Ramp clean, treads in good condition
- Transition plate clean, non-skid in good condition

**20. DOCK INSPECTION - A THROUGH E DOCKS**

- Fire mains / stand pipes - check for integrity and condition
- Verify date of last annual fire main pressure test
- Check fire extinguishers/cabinets for presence & condition
- Verify fire extinguishers have received required monthly checks
- Check 911 phones for condition, placards, operation
- Dock cleanliness
- Dock fingers clear of obstructions
- Transition plates clean, paint and non-skid in good condition
- Access plates clean, paint and non-skid in good condition

- Tenant storage of equipment, material
- Water lines secure, no leaks
- Cleats tight
- Power pedestals in good condition, no indications of shorts/ arcing
- Dock lights operating
- Dock flotation OK - Whalers out of water
- Condition of whalers, pilings, pile hoops, rub blocks
- Condition of gutters, downspouts
- Condition of roofs, roof supports.
- Evidence of roof leaks?
- Presence of driftwood or other obstructions
- Boats - Indications of leaks, taking on water, discharges
- Improper use or storage of flammables
- Evidence of pollution / illegal discharges

**21. F DOCK**

- Fire mains / stand pipes - check for integrity and condition
- Verify date of last annual fire main pressure test
- Check fire extinguishers/cabinets for presence & condition
- Verify fire extinguishers have received required monthly checks
- Check 911 phones for condition, placards, operation
- Dock cleanliness
- Fishing line, hooks, lures, etc., cleaned up
- Dock fingers clear of obstructions
- Water lines secure, no leaks
- Cleats tight
- Power pedestals in good condition, no indications of shorts/ arcing
- Dock lights operating
- Dock flotation OK - Whalers out of water
- Condition of whalers, pilings, pile hoops, rub blocks
- Presence of driftwood or other obstructions
- Boats - Indications of leaks, taking on water, discharges
- Improper use or storage of flammables
- Evidence of pollution / illegal discharges
- Spill response equipment, emergency lines & fenders in place in phone booth storage unit
- Navigation lights operational
- Outhouse clean, radios working

- Pike poles in place
- Picnic tables clean, sound

**22. WATERLOO (PUMPOUT/REST ROOM BARGE)**

- Lights operating
- Pumpouts working, no leaks in hoses
- Dump station clean, washdown hose working
- Gangway ramp sound, no cracks, loose railings, etc.
- Water lines secure, no leaks
- Flotation, mooring lines, fenders OK
- Rub boards OK
- Cleats OK
- Boarding steps in place and secured
- Shore power connected and operating
- Latex gloves, anti-bacterial soap and cleaning gear in place
- Heads clean and provisioned
- Sinks clean and operating properly

NOTE: ANY ITEM WHICH IS MARKED "B - NEEDS IMMEDIATE ATTENTION" REQUIRES COMPLETION OF A "RECORD OF HAZARD OBSERVED" - APPENDIX F, SO THAT CORRECTIVE ACTION CAN BE TRACKED.

DATE OF INSPECTION \_\_\_\_\_

AREAS INSPECTED \_\_\_\_\_

PERSON(S) PERFORMING INSPECTION \_\_\_\_\_

\_\_\_\_\_

Appendix E:  
Oak Harbor Marina  
SAFETY & HEALTH INSPECTION CHECKLIST

Appendix F:  
Oak Harbor Marina  
RECORD OF HAZARD OBSERVED

**Oak Harbor Marina  
RECORD OF HAZARD OBSERVED**

DATE \_\_\_\_\_ REPORTED BY \_\_\_\_\_

LOCATION \_\_\_\_\_

JOB ACTIVITY/ EQUIPMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNSAFE CONDITION, ACTION or HAZARD \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVENTIVE or CORRECTIVE ACTION THAT WILL BE TAKEN:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORTING EMPLOYEE SIGNATURE/ DATE \_\_\_\_\_

ASST HARBORMASTER SIGNATURE/ DATE \_\_\_\_\_

**(When corrective action has been taken and all hands briefed)**

HARBORMASTER SIGNATURE/ DATE \_\_\_\_\_

Appendix G:  
Oak Harbor Marina  
JOB HAZARD ANALYSIS WORKSHEET

Appendix H:  
Oak Harbor Marina  
PREVENTIVE MAINTENANCE  
and  
DAILY DOCK WALK  
CHECKLISTS