

**RESOLUTION NO. 107, 1996**

**RESOLUTION AMENDING ADOPTING A HEALTH AND SAFETY MANUAL  
FOR COUNTY PERSONNEL**

**WHEREAS**, San Juan County adopted a Health and Safety Manual on the 21<sup>st</sup> day of September 1994 for county personnel, and

**WHEREAS**, the Safety Committee has reviewed the manual and recommended amendments to section 8.A. and B. regarding the terms and duties of the Committee members, and

**WHEREAS**, the Board of Commissioners has considered and approved the recommended amendments to the Health and Safety Manual;

**THEREFORE, BE IT RESOLVED**, Section 8.A. of the Health and Safety Manual, dated September, 1994, is amended to read as follows by the addition of the underlined wording and the deletion of the stricken wording.

Safety Committee Authorized

A. San Juan County shall have a six-member Safety Committee with three non-management members, elected by their peers, with one member from the Department of Public Works and two representing all other county departments. Two of the three non-management members shall be elected every other year with the remaining member during the intervening year. The Board shall appoint two management members in addition to the Safety Officer with one to be appointed every year. The committee shall elect a chairperson who cannot be the Safety Officer and shall conduct its business consistent with WAC 296-24-045. The Safety Officer shall provide support and information to the Committee as necessary.

B. Safety members will serve for a term of ~~one~~ two years except for the safety officer and ~~so~~ will represent the interests of all departments on the Safety Committee and will serve as a liaison for information from or about the particular department/s which they represent. Every member has an obligation to become informed about safety matters, to be prepared for and to attend safety meetings during working hours, and to be willing to reasonably listen to the concerns of other employees about safety and relay the same to the committee at the earliest appropriate meeting.

ADOPTED this 22<sup>nd</sup> day of October, 1996.

BOARD OF COUNTY COMMISSIONERS  
SAN JUAN COUNTY, WAHSINGTON

Rhea Y. Miller, Chair

John B. Evans, Member

Thomas C. Starr, Member

ATTEST: Si A. Stephens, Auditor  
And Ex-Officio Clerk of the Board

By: Carolyn K. Molvar, Deputy

APPROVED AS TO FORM ONLY:

By: John Krall, Deputy  
San Juan County Prosecuting Attorney

SAN JUAN COUNTY  
HEALTH AND SAFETY MANUAL

September 1994

1. Health and Safety Mission Statement

The Health and Safety Program of San Juan County is a commitment by the Board of Commissioners, other endorsing elected officials, and the employees to provide a safe work environment and practices for county workers and volunteers through education, participation, accident review, and lawful compliance with federal and state statutes affecting the safety and health of employees. Additionally, an effective Safety Program will reduce liability risks involving unsafe conditions to the general public.

2. Introduction

The Safety Manual sets forth the policy and procedures to attain the requirements imposed by law. This manual applies to county personnel as minimum standards. Individual departments may adopt more stringent procedures.

This manual is a guide and reference tool for employees as to the expectations San Juan County has for employee safety. Applicable laws, regulations and ordinances are not superseded by this Manual. It is intended to complement existing and future laws and should be reviewed annually.

The manual is divided into five sections with an appendix including forms and references to statutes or WAC's (Washington Administrative Code) supporting the Manual. Employees are to become familiar with the purpose and contents of the Manual and shall abide by its contents. Failure to comply may be a cause for discipline.

Personnel should review and affirm the contents of this manual annually.

3. Safety Policy

It is the policy of San Juan County to seek daily practices to guard the safety of employees. The success of any safety program depends on the sincere, constant and cooperative effort of all county personnel regardless of the position one may hold.

Efficiency includes the ability to control unnecessary loss. Accidents represent waste. No job is so important or urgent that one cannot take the time to do the work in a safe and efficient manner.

All personnel in supervisory positions must recognize their responsibility to support this policy and understand that safety and accident prevention is as much their obligation as is any other phase of their work. Everyone is expected to observe safe work procedures to ensure his or her own personal safety and the safety of co-workers and the public.

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ELECTED OR APPOINTED OFFICIALS

5. Definitions

Board of County Commissioners (Commissioners)

The duly elected or appointed commissioners of San Juan County.

County

San Juan County, Washington State

Department

An agency of County government headed by an individual appointed by the Board of County Commissioners or an Elected Official.

Department Head

The individual appointed by the Board of County Commissioners to oversee a department.

Elected Official

An individual elected by the voters of the County to an Office.

**Employee (Volunteers included)**

A person in the service of the County with or without pay where the County has the power or right to control or direct the person in the details of how work is to be performed.

**Employer**

An Elected Official or Department Head of San Juan County having the authority to appoint or terminate an employee's services.

**Field**

A worksite away from established working spaces, and/or a worksite away from established county offices.

**Inspector**

One engaged in the process of inspection. One who evaluates another's work to determine compliance with existing standards, regulations, rules, or procedures.

**Safety Officer**

The individual appointed by the Board of County Commissioners as the San Juan County Safety Officer.

**Supervisor**

A county employee responsible for the activities of subordinate personnel also working for the County. An individual who directs, coordinates, and evaluates the activities of other employees.

**6. Responsibilities**

**A. Board of County Commissioners**

The Board of County Commissioners have the responsibility to promulgate this Manual, to insure its communication to all county personnel and to support it by their management practices.

**B. Department Head/Elected Official**

Department Heads and Elected Officials should communicate the contents of this manual to their supervisors. They should support the substance and the spirit of this safety manual and work to fulfill the Mission Statement through their management practices and separate departmental safety policies when necessary.

**C. Safety Officer**

The Safety Officer must communicate the contents of this manual to Elected Officials, Department Heads, super-visors and employees. The Safety Officer shall coordinate the

implementation of safety recommendations and suggestions. The Safety Officer shall assist with the compliance with this Manual and with any additional safety regulations set forth by lawful authority by working closely with Department Heads, supervisors and Elected Officials in the County.

#### D. Supervisor

Each supervisor has the responsibility to insure that employees understand and comply with the policies and procedures in this manual applicable to each individual position. The supervisor shares with the Safety Officer the responsibility for orienting and training employees.

#### E. Employee

Every employee (including all appointed officials and supervisors listed above) shall have the responsibility to support the policies and procedures in this manual and to work diligently to achieve the safest working environment possible. Failure to comply with this manual may be a cause for discipline.

F. Volunteers are deemed to be employees for purposes of this manual and are subject to all its provisions. A volunteer is a person who works without compensation for a county department, board, commission, or function funded by the Board of County Commissioners.

### 7. Safety and Accident Prevention

#### A. General Safety Regulations and Standards to which County personnel must adhere.

1 - To attend the initial safety orientation training required of new employees when directed to do so by their supervisor.

2 - To comply with all safety rules and practices lawfully mandated for the job or worksite including those lawfully promulgated after the adoption of this Manual.

3 - To properly use and care for all required protective equipment and to notify their supervisor of damaged or worn out equipment. No loose clothing should be worn when working around machinery. They should request special equipment when it is necessary.

4 - To identify and report potential safety or risk hazards as soon as possible to the Supervisor or Safety Officer.

5 - To suggest ways to correct unsafe equipment or procedures.

6 - To promptly report all accidents to the immediate supervisor regardless of severity or type.

7 - To serve on the safety committee when appointed or elected.

8 - To participate in safety training and education as required.

B. Job Specific Safety Rules: Employees and Supervisors in the office or in the field are required to know and comply with all lawful safety rules including but not limited to:

1 - The mandatory use of seat belts by the driver and all passengers and the recommended use of headlights during daylight hours whenever the operation of any vehicle involves county business. Law Enforcement personnel are exempted from the recommended use of headlights.

2 - Gas Powered Brush Cutters/Chain Saws - WAC 296-24-650

3 - Eye Protection - WAC 296-24-078

4 - Hard Hats, Reflective Vests & Protective Clothing - WACs 296-24-075 and 296-24-084

5 - Hazardous Materials, Flammable and Combustible Liquids, Spray finishing, etc. - WAC 296-24-295

6 - Basic First Aid - WAC 296-24-060

a. A basic First Aid card, recognized by the State Department of Labor and Industries, is required of all county employees who regularly work in the field.

b. Department Heads and Elected officials will ensure that an individual with a valid First Aid card is working in each office or complex of offices sharing a reception area in the County Courthouse, and Courthouse Annex, and other county buildings during working hours. For employees who work in the field alone, the department head/elected official will provide training for such an employee to secure a basic first aid card.

c. It is the greater goal of County to have all county employees (whether required or not by law to do so) trained and certified in First Aid and to allow the dependents of such employees to partake of such training as space and funds allow.

7 - Hand and Portable powered tools - WAC 296-24-650

8 - Hazardous Chemicals/Carcinogens (Right-to-know) - WAC 296-62-054

9 - Means of Egress - WAC 296-24-550

- 10 - Welding, cutting & brazing - WAC 296-24-680
- 11 - Working Surfaces, Ladders & Scaffolds - WAC 296-24-735
- 12 - Traffic Control and Sign Standards from State Department of Transportation and the Manual on Uniform Traffic Control Devices - As approved by the US Department of Transportation pursuant to Title 23 of the United States Code.
- 13 - Toilet Facilities - WAC 296-24-12507
- 14 - Powered Platforms - WAC 296-24-870
- 15 - Compressed Gas/equipment - WAC 296-24-920
- 16 - Electrical - WAC 296-24-956
- 17 - Hearing Conservation - WAC 296-24-09015
- 18 - Bloodborne Pathogens - WAC 296-62
- 19 - Foot Protection - WAC 296-24-088
- 20 - Safety Bulletin Boards - WAC 296-24-055
- 21 - Recordkeeping and Reporting - WAC 296-24-020
- 22 - Safety Standards for Construction - WAC 296-155
- 23 - Hazardous Energy (Lockout/Tagout) - WAC 296-24-110
- 24 - Machinery and Machine Guarding - WAC 296-24-15001
- 25 - Materials Handling & Storage (mechanical items, cranes, tires, brakes, etc., - WAC 296-24-215
- 26 - Respirators - WAC 296-155/296-62
- 27 - Assured Grounding - WAC 296-24
- 28 - Blasting/Explosives - WAC 296-52
- 29 - Confined workspaces - WAC 296-62-145

30 - Numerous other WACs and federal rules pertaining to job specific tasks. When in doubt check with the Supervisor and most of all take a minute to use common sense before performing the work.

C. Motor Vehicle Operation: Each employee who operates motorized vehicles must do so in a safe and lawful manner and possess and maintain at all times a valid Washington State Driver's License.

1 - The employee will be responsible for any violations as set forth in RCW 46.44 (Weight and Size), as well as overloading, hanging materials (dirt, rock brush, etc.) on the vehicle, unsecured loads, and any spilling that may occur from the negligence of the employee in either the inspection or operation of the vehicle.

2 - Each vehicle owned by the County is required to have the following equipment:

- a. A Fire Extinguisher with a capacity of 2.5 lbs. or more.
- b. Either the International Triangular Marker Kit or a minimum of five (5) traffic flares or an equivalent safety device alerting motorists to beware.
- c. A flashlight.

3 -Prior to operating any County vehicle, the driver will be responsible for checking the vehicle to make sure that it is in safe operating condition and that the driver is ready to safely operate it. If the same vehicle is used by the same operator throughout the day, it needs to be checked only once at the beginning of the day. Any unsafe conditions or equipment found in any County vehicle should be reported as soon as possible and the vehicle shall not be used until repaired.

#### Driver Safety Check

Interior inspection for general cleanliness or loose debris which could obstruct driving.

Check/adjust vital equipment:

Adjust seat & rearview mirrors,

Fasten seatbelt

Check brakes and clutch pedals, horn, lights, turn signals, windshield wipers, & hand brake.

Start engine and check instrument gauges.

Do not drive a vehicle that has defective equipment compromising its safe operation. Get it reported and/or repaired.

4 - All full-time, part-time, and/or temporary employees of County who operate a vehicle on county business shall be required to attend a defensive driving class approved by the County Safety Officer every three years

D. Fire Safety

1 - San Juan County shall provide fire extinguishers as approved by the Fire Marshall consistent with the general requirements of WAC 296-24-59202 and subsequent sections.

2 - Employees will know the location and type of the fire extinguisher nearest their work station.

3 - Employees will comply with all no-smoking rules, regulations, and signs.

4 - The County shall post at a designated location on each floor of all county buildings an evacuation plan, complete with a floor plan and list of instructions.

5 - Employees shall follow the instructions set forth in the evacuation plan in an emergency.

8. Safety Committees Authorized

A. San Juan County shall have a six-member Safety Committee with three non-management members, elected by their peers, with one member from the Department of Public Works and two representing all other county departments. The Board shall appoint two management members in addition to the Safety Officer. The committee shall elect a chairperson who cannot be the Safety Officer and shall conduct its business consistent with WAC 296-24-045. The Safety Officer shall provide support and information to the Committee as necessary.

B. Safety members will serve for one year to represent the interests of all departments on the Safety Committee and will serve as a liaison for information from or about the particular department/s which they represent. Every member has an obligation to become informed about safety matters, to be prepared for and to attend safety meetings during working hours, and to be willing to reasonably listen to the concerns of other employees about safety and relay the same to the Committee at the earliest appropriate meeting.

C. The Safety Committee will meet at least quarterly. They shall maintain minutes of the proceedings which shall be distributed to all county offices and departments. The Safety Officer shall be responsible for posting copies of these minutes in locations set aside for safety information and notices.

D. The Safety Committee shall serve to coordinate the safety strategy of the County, including:

1 - Reviewing safety suggestions and recommendations from the Safety Officer or Accident Review Committee,

2 -Reviewing safety and accident reports or statistics for the County to identify unsafe conditions or practices and corrective recommendations,

3-Evaluation of the accident and illness prevention program with subsequent recommendations to the Safety Officer,

4 - Promoting safety and health programs for all employees,

E. Additional and regular Departmental Safety Meetings involving appropriate categories of line staff is required in the Department of Public Works. Safety meetings of this department will be held at least quarterly to discuss safety matters, review safety practices, and discuss potential safety problems & the accident and illness prevention program applicable to the department. A written record shall be kept of these meetings. The attendance and summarized notes of the discussions at these meetings shall be filed with the County Safety Committee.

#### 9. Safety Suggestions

A. To actively encourage suggestions for safety improvements, written suggestions shall be submitted to the Safety officer. The individual making the suggestion may remain anonymous.

B. The Safety Officer will maintain a procedure to facilitate the processing of written safety suggestions by the public or by employees.

C. The Safety Officer will report each safety suggestion to the Safety Committee and provide a written response to the individual making the suggestion after its consideration by the Safety Committee.

D. If it is determined by the Safety Committee that the safety suggestion should be implemented, their recommendation will be forwarded to the Board of County Commissioners and the department head or elected official involved.

#### 10. Safety Education

A. All employees of the County will be provided with a copy of this Safety Manual and shall be informed of where the relevant WAC's and forms are located.

B. All new employees will receive a safety orientation with the Safety Manual. This orientation will be given within the first 60 days of employment by the Safety Officer. The new employee's supervisor will give a job-specific orientation prior to the performance of such duties by the employee.

C. In service safety education for all county employees is the responsibility of the individual departments and Safety Officer. (WAC 296-24-020)

D. The Safety Officer is responsible for providing education materials to the county departments and offices. This includes responding to training requests from the departments and working with the Safety Committee to consolidate training and education whenever possible.

## 11. Safety Inspections

A. Safety inspections are an important part of any safety program. Unannounced inspections by the Safety Officer or other lawful inspectors may be undertaken at any time of any county personnel, equipment or county business including that contracted out to other entities/persons. All county contracts for services in which performance shall occur on county property or in conjunction with county personnel shall have a clause recognizing such a right of inspection unless it conflicts with statutory rights of privacy, ownership or confidentiality.

B. Supervisory personnel will make themselves available to the Safety Officer or any other lawful inspector to assist in the inspection.

C. Any lawful inspector arriving at a worksite will be immediately referred to the on-scene supervisor. The inspector's credentials will be verified by the supervisor to determine the authority of the inspector.

D. If requested, the supervisor shall arrange to accompany the inspector.

E. The inspector will be permitted to talk to county employees in private if requested by the inspector or employee.

F. An exit interview will be requested from any inspector conducting an inspection. The on-scene supervisor will keep a written record of what is discussed with the inspector regarding the exit report.

G. Copies of the exit report of the Supervisor will be forwarded to the Department Head/Elected Official as well as the County Safety Officer.

H. The Safety Officer will respond to the items set forth in the exit interview report as if the report was a set of safety suggestions.

## 12. Accident Occurrence

A. Any employee involved in any accident while on county business which does or can lead to bodily injury or property damage to anyone (the employee, another employee, or the public) must fill out the "San Juan County Incident Report," (a copy of the current form is attached) and comply with all procedures in the report as it now exists or is revised by the Safety Officer.

### B. Vehicle Accident

#### 1 - Employee/Driver Responsibilities

- a. The employee-driver shall immediately attend to the first aid needs of any injured party.
- b. The driver shall immediately notify the appropriate law enforcement agency and his/her supervisor regardless of the value of damages.
- c. No vehicles shall be moved within the accident scene until law enforcement arrives unless a greater safety hazard would be created by not moving the vehicles.
- d. The employee/driver shall complete at the scene the VEHICLE ACCIDENT CHECK LIST located the glovebox of in each County vehicle (the current copy is attached) in addition to the San Juan County Incident Report noted above.
- e. The employee/driver shall, if the accident results in death, personal injury, or property damage in excess of \$500, complete the State of Washington Uniform Collision Report Form (available from the police) within 24 hours. This form is available from any law enforcement agency or the Safety Officer.
- f. If the employee/driver is incapacitated due to injuries sustained in the accident and cannot complete any or all of the necessary forms, the employees' supervisor shall do so as soon as possible.

#### 2 -Supervisor Responsibilities

- a. The supervisor of the employee involved in a vehicular accident shall immediately notify the Safety Officer and orally provide whatever information is known about the accident.
- b. The supervisor shall forward to the County Safety Officer the "Supervisor's Report of Accident" form for all accidents as soon as possible (see the attached current copy of the "Incident Report" which includes the Supervisor's report as it now exists or is revised by the Safety Officer.)

## C. All Other Accidents

### 1 - Employee Responsibilities

- a. The first responsibility of a county employee at the scene of any accident is to render assistance and, if necessary, notify the appropriate fire department, ambulance service, and law enforcement agency.
- b. When an accident occurs to a County employee while on duty, the employee shall notify his/her supervisor immediately and shall within 24 hours forward a written "Incident Report" to the supervisor.
- c. For any accident causing the death or hospitalization of an employee, the accident scene should not be disturbed until the Safety Officer is contacted and has completed an investigation unless a greater safety hazard is created by leaving the scene as it is.
- d. No employee who has been referred to a doctor as a result of a serious injury accident shall be allowed to return to work with the County until such time as that employee has submitted a "Back to Work" authorization from his/her physician.
- e. In the event that the injury to the employee incapacitates the employee from completing the required reports, the employee's supervisor shall assume responsibility for gathering and reporting all information to the Safety Officer with whatever assistance the employee can render.

### 2 - Supervisor Responsibilities

- a. The supervisor of the employee involved in the accident shall immediately notify the county Safety Officer, providing the Safety Officer with whatever details are known pertaining to the accident.
- b. In the event that the employee is incapacitated, the employee's supervisor shall assist the employee in completing reports, making notifications, and gathering information.
- c. The supervisor shall complete and forward to the Safety Officer the "Supervisor's Report of Accident" form as soon as possible after the accident.

## 13. Accident Investigation

### A. Employee Responsibilities

- 1 - It is the responsibility of any employee involved in an accident to file the required reports in a timely manner using concise but complete answers. The employee may be required to fill out additional statements or forms at a later date.

2 -Employees may be involved in followup interviews with members of law enforcement, the County Safety Officer, or third party investigators for other agencies or governmental entities. Employees so involved should be cooperative and candid with these investigative bodies by at all times answering truthfully questions related to the accident.

3 - Employees shall not speak with investigators or persons who are not employed by the County about the accident without the permission of the Prosecuting Attorney or Safety Officer.

#### B. Supervisor Responsibilities

The Supervisor shall assist the involved employee in the completion of the required reports and shall assist the county Safety Officer in the investigation of the accident.

#### C. Safety Officer Responsibilities

1 -The County Safety Officer shall conduct an investigation of all accidents involving county personnel.

2 -Such investigation shall include:

a. Securing the scene and working with any other agencies (law enforcement, etc.) involved in the accident investigation to answer questions of who, what, when, where, why, and how the accident occurred.

b. Taking photos, making sketches, and compiling information regarding the accident including statements, interviews, and other reports.

c. Making a summary written report, with any identification of an unsafe act or condition and the corrective action recommended, for the Accident Review Committee to consider when advising the the Department Head or Elected Official about safety suggestions.

#### 14. Accident Review

A. Review Established - All accidents will be reviewed by a Review Committee if any one of the following criteria is met:

1 -There is any an employee death or time loss injury associated with the accident.

2 -The accident is a county motor vehicle collision and the damage estimate exceeds \$500.

3 - All other accidents involving county employees shall be regularly reviewed in a summarized fashion to discern patterns and problems that can be addressed in the safety prevention program and training.

#### B. Review Committee Membership

1 -The Review Committee shall consist of three people:

a. One employee representative of the Safety Committee, one management representative of the Safety Committee and the County Safety Officer. The membership of the Review Committee need not be consistent from one meeting to the next as all Safety Committee members are expected to serve on the Review Committee.

b. The Chair of the Review Committee shall be the Safety Officer. The chair shall be responsible for the following:

- 1) Scheduling and convening the Review Committee.
- 2) Conducting the meeting and presiding over the review process.
- 3) Writing the recommendations as determined by the Review Committee.

#### C. Review Committee Duties

1 - The Review Committee shall:

a. Review any reports, written statements, or other evidence which are associated with the accident and are presented by the Safety Officer.

b. Consult additional sources with expertise in the subject matter of the accident.

c. Issue a recommendation to the Safety Committee for its approval or alteration before being forwarded to the Department Head/Elected Official responsible for the employee whose accident is being reviewed. The affected employee shall receive a copy of the recommendation at the same time the affected Department Head/Elected Official does. The recommendation shall include a summary of the accident as understood by the Review Committee and any recommendations for the correction of an unsafe act or condition. No recommendation regarding employee discipline is permissible by the Review Committee. All recommendations shall be directed at the equipment, training, or procedures necessary to reduce the likelihood of a future accident; the Supervisor, Department Head or Elected Official shall be solely responsible for discipline regarding any accident or other employee actions. The Safety and Review Committee process is for safety purposes and is not connected to applicable disciplinary procedures.

d. A summary of the recommendations will be forwarded to the Board of County Commissioners annually and copies of the reports will be retained with the Safety Committee records.

#### D. Review Time Frame

1 -A review of any accident shall be undertaken at the next regularly scheduled Review Committee meeting after the investigation is complete but in no case shall the review be undertaken later than 120 days from the date of the accident.

2 - The recommendation of the Accident Review Committee should be presented to the Safety Committee as soon as possible after the Review Committee meeting.

#### 15. Appendix

The purpose of this Appendix is to provide documentation to support the rules, regulations, policies, and procedures set forth in this manual as a ready reference for detailed information. Complete copies of the Labor and Industries portions of the Washington Administrative Code (WACs) are available at the offices of Public Works, Risk Management and Law Library. The following documents are attached for ready reference but may be superseded by later ones available from the same offices.

- 1 - San Juan County Incident Report
- 2 - Vehicle Accident Checklist
- 3 - Supervisor's Report of Accident