TIRES Safety Program Development Tool

Step-By-Step
How-to
User Guide

TIRES

Trucking Injury Reduction Emphasis

Disclaimer

This tool will help your company to meet and even exceed the core rule requirements of [WAC 296-800-140](#) of the Washington Industrial Safety & Health Act. The [Trucking Injury Reduction Emphasis project](#) (TIRES) is providing the program to Washington State trucking companies on the basis that its users accept full responsibility to meet and enforce the rules compliance and program effectiveness requirements.

TIRES is a project of the [Safety and Health Assessment and Research for Prevention (SHARP)](#) program at the Washington State Department of Labor & Industries. SHARP is an occupational safety and health research program that does not develop or enforce safety and health rules. While SHARP is located within L&I, it is independent of the Division of Occupational Safety and Health and workers' compensation insurance division. TIRES receives partial funding from [Centers for Disease Control and Prevention (CDC) / National Institute for Occupational Safety and Health](#) grant (NIOSH) U60 OH008487.

Contact

To obtain additional information or to request SHARP's services:

Phone: 1-888-66-SHARP (toll-free) or 360-902-5669

Email: SHARP@Lni.wa.gov

Fax: 360-902-5672

SHARP program

Washington State Department of Labor & Industries

PO Box 44330

Olympia, WA 98504-4330.

One of the biggest obstacles to a safe work environment is overcoming the hurdle of developing a safety program that really works. This safety program development tool will help you overcome that hurdle.

This guide gives you step-by-step instructions for using the TIRES Trucking Safety Program Development Tool. You will be able to create and print an effective, customized safety program for your trucking company. You will also receive a Safety Program ID to review and update your program at any time.

Important – Refreshing your screen will delete everything you have entered on all pages.
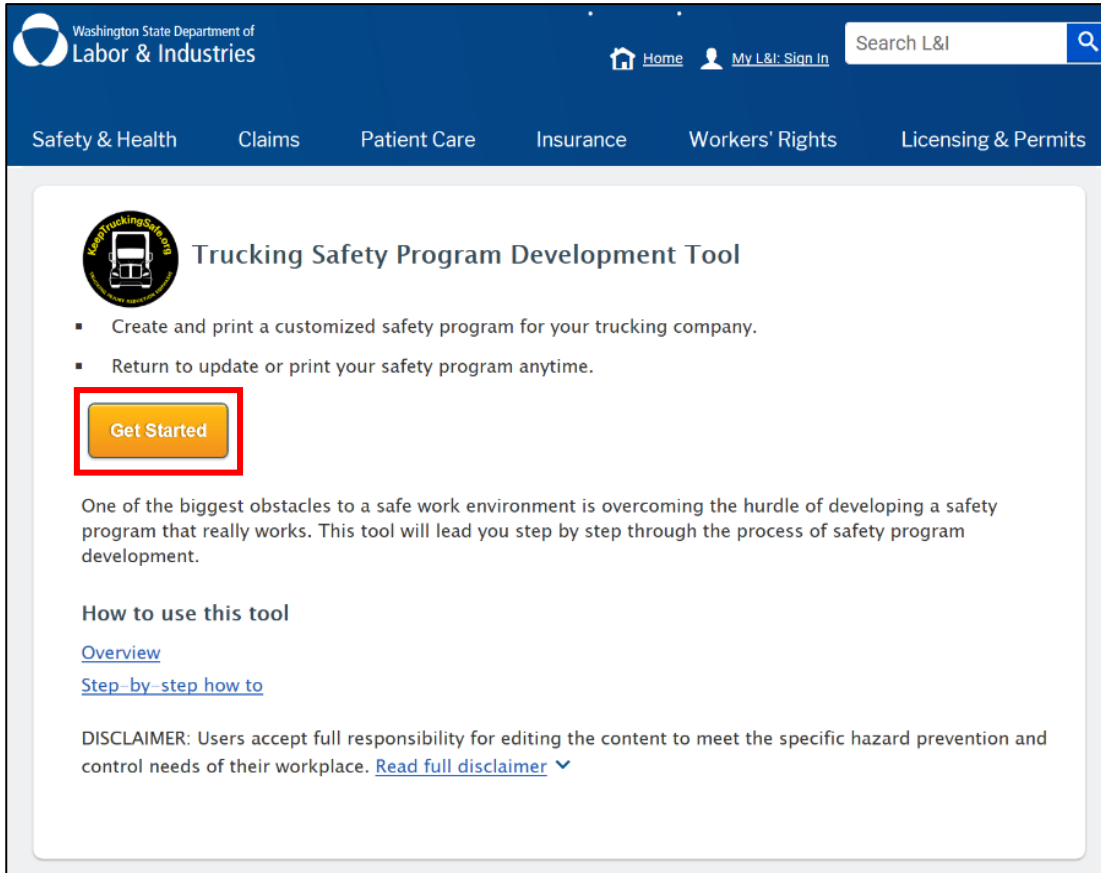
Do not refresh your computer screen.

Table of Contents

1. Create a New Safety Program

- [Open the tool in](#) Google Chrome.🌐

- Click "Get Started" (see *Figure 1*) to begin or review "[Why and how to develop a safety program](#)" to learn more why you would want to do this in the first place.

Figure 1. Starting the TIRES Safety Program Development Tool.

- After clicking "Get Started", click the "New Safety Program" (see *Figure 2*) button to create your first safety program.
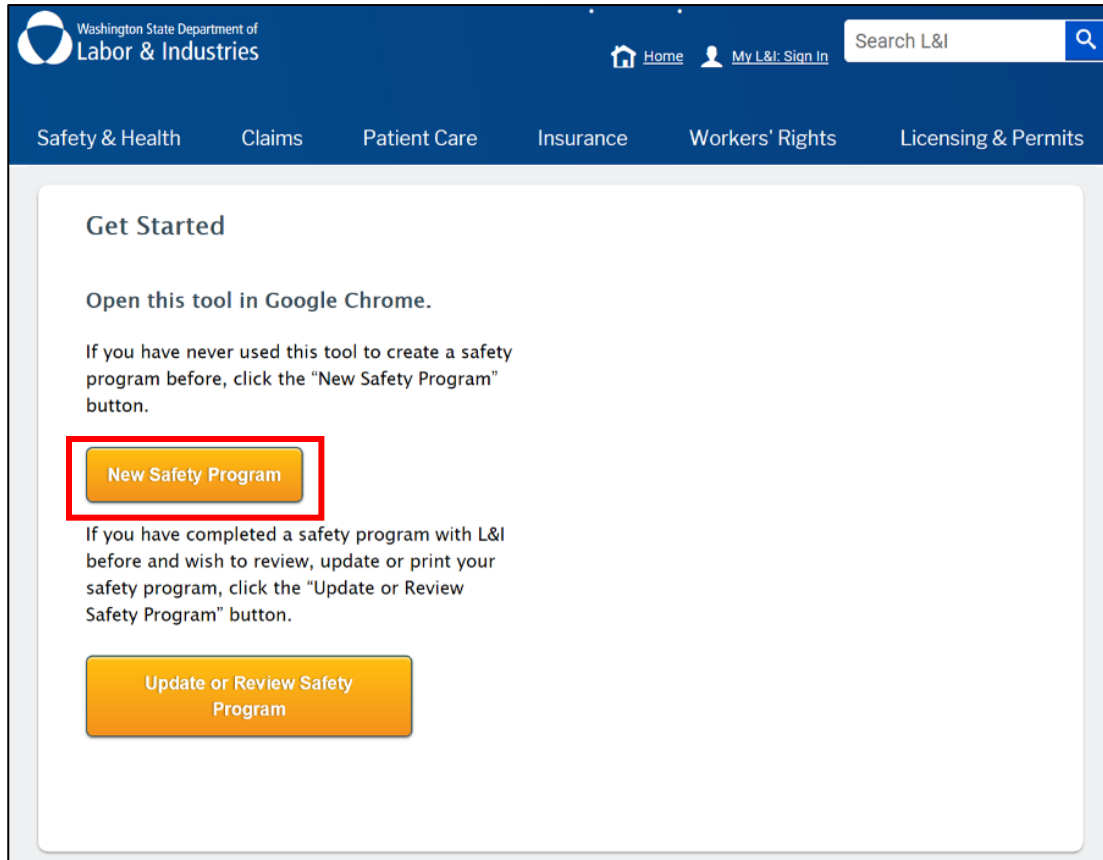

Figure 2. Creating a new safety program.

2. Enter Company Information

Why? – Documenting who is responsible for safety duties is vital for a successful safety program. Including this information within your program is also required by law.

Do not refresh this page as it will delete everything you have entered on the page.

- Thoroughly complete all fields including full names and job titles. If you see "required" by a field (see *Figure 3*) this signifies information that is required by law to be included in your program to stay in compliance with WAC 296-800-140 or is required to retrieve your safety program ID.
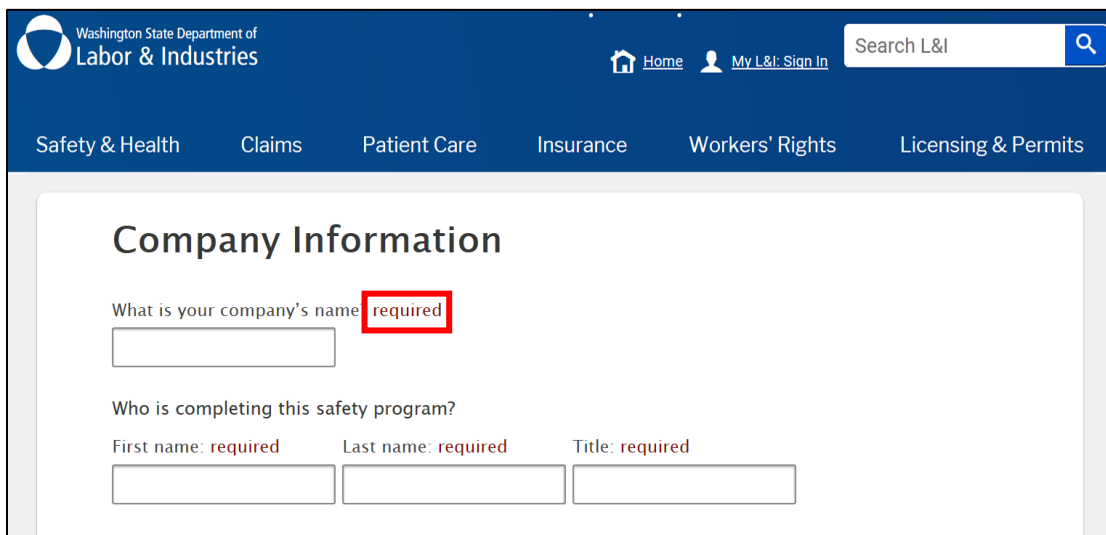

Figure 3. Entering required information.

- Your email (see *Figure 4*) will be used to send you a Safety Program ID so that you will be able to make changes to your safety program. Your information is not shared with anyone.
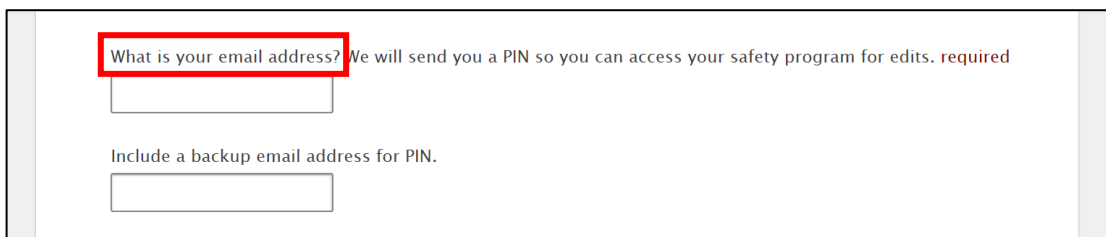

Figure 4. Enter your email address to get a Safety Program ID.

- If you want information about rule changes that may impact your safety program, select "Yes" to receive such information from GovDelivery (see *Figure 5*), an independent web-based e-mail subscription management system that sends public users updates from a variety of government agencies.

Rule changes will impact your safety program. You are required to update your safety program to reflect these changes. Do you want to subscribe to receive information on rule changes at your primary email address? (By clicking "Yes," a new window will open and ask you to enter your email address. This will sign you up for WISHA Safety Standards (rules) updates from the Washington State Department of Labor & Industries.) required

- Yes
- No

Do you want to subscribe to receive information on rule changes at the backup email address? (By clicking "Yes," a new window will open and ask you to enter your email address. This will sign you up for WISHA Safety Standards (rules) updates from the Washington State Department of Labor & Industries.)

- Yes
- No

Figure 5. Select "Yes" to receive emailed rule updates.

To unsubscribe from GovDelivery – click this link. You'll need to access your subscriber profile for the government organization whose emails you are subscribed to. To do this, click on the link at the bottom of the email you received from that organization. From here, uncheck the appropriate selection to unsubscribe from updates you are receiving. On this page, you will also see a link to delete your account. Clicking this link will delete your information from that organization and unsubscribe you from all topics related to it.

- Review your information and make any changes before proceeding.

- Click "Back" to make changes to the previous page or "Continue" to proceed (see *Figure 6*).

Back   Continue

Figure 6. Click "Back" or "Continue" to move between pages.

3. Page Two – Company Information

Do not refresh this page as it will delete everything you have entered on all pages.

- Thoroughly complete all fields (see *Figure 7*). Prepare yourself by having the full names and job titles of your safety committee chairperson, safety orientation trainer, fire prevention system manager, and fire fuel source manager. Use semicolons to separate name and title entries where indicated.

Figure 7. Make sure to enter you information in all fields.

- Uploading a company logo or other image that represents your company is optional. Make sure your image is smaller than 5 megabytes. You can come back to add, delete or change a logo or image later.

- Review your information and make any changes before proceeding.

- Click "Back" to make changes to the previous page or "Save and Continue" to proceed (see *Figure 8*). At this point, your information is saved and can be retrieved using your Program ID.
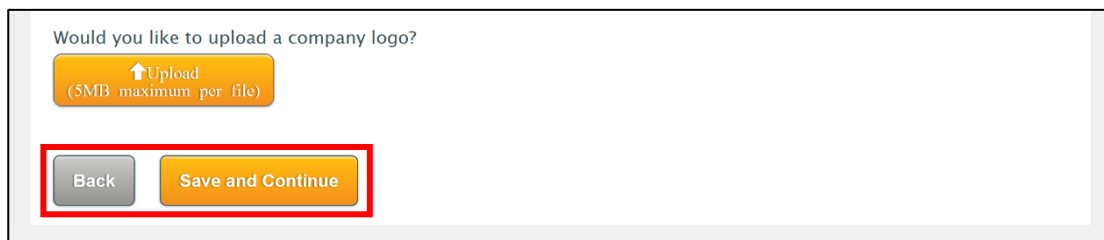

Figure 8. Clicking "Save and Continue" saves your information and opens the next page.

4. Select Trucks and Equipment

Your Safety Program ID displays at the top of this page. You will also receive a confirmation message with your Safety Program ID to the email address(es) you provided. Keep your Safety Program ID somewhere safe as you will need it later to update or review your safety program.

Information on this page will be used to identify job hazard solutions, personal protective equipment (PPE), and safety training needed by your company.

Do not refresh this page as it will delete everything you have entered on all pages.

- Select your truck, trailer, equipment, and job location types that pertain to your company by clicking the box on the left side of the item (see *Figure 9*).

- Click on a checked item to deselect it.

- If you need to identify your forklift class, click on the link provided above the equipment selections.

- Review your selections and make any changes before proceeding.

- Go Back or Continue.

Select Your Trucks and Equipment

The safety program development tool will use your truck and equipment selections to determine associated job hazards and solutions, Personal Protective Equipment (PPE), and safety training plan items for your workplace.

Your safety program ID is: 3f568f. A confirmation email will be sent to the email address provided. You will need your ID number to update or review your safety program online. Please make a note of your ID number for future use.

Choose the appropriate trucks your company uses: required

- ☑ Straight truck
- ☐ Multi-axle tractor
- ☐ Flatbed truck – straight truck and semi-truck
- ☐ Step van
- ☐ Dump truck
- ☐ Log truck

Choose the type of trailers your company uses:

- ☐ Dry freight trailer
- ☐ Pup trailer – dry freight
- ☐ Refrigerated trailer
- ☐ Open top trailer
- ☐ Pup trailer – dump truck
- ☐ Tanker trailer – liquid and dry bulk

Choose the appropriate type of equipment your company uses:
Forklift class definitions

- ☐ Converter dolly – standard "A" type single-axle
- ☐ Elevated work platform
- ☐ Liftgate – standard rail type
- ☐ Forklift – Class 1 electric rider truck
- ☐ Forklift – Class 2 electric narrow aisle truck
- ☐ Forklift – Class 3 electric hand truck or hand / rider truck
- ☐ Forklift – Class 4 internal combustion engine truck (solid / cushion tires)
- ☐ Forklift – Class 5 internal combustion engine truck (pneumatic tires)
- ☐ Forklift – Class 7 internal combustion engine rough terrain truck – vertical mast type
- ☐ Pressure washer – electric or gas-powered
- ☐ Manual pallet jack
- ☐ Hand truck
- ☐ Ladder

Choose all of the locations where your employees may be working:

- ☐ Loading dock
- ☐ Maintenance shop
- ☐ Fueling station
- ☐ Offices
- ☐ Warehouse
- ☐ Terminal yard
- ☐ Battery charging station / area
- ☐ Stairwells
- ☐ Roadway work zone

[Back] [Continue]

Figure 9. Check the boxes to make selections, uncheck the boxes to delete selections.
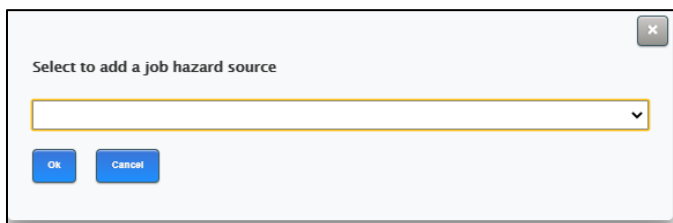
5. Job Hazards and Solutions (JHS)

This page lists the Job Hazards and Solutions (JHS) worksheets (see *Figure 10*) that should be applicable to the types of hazards your company has based on the trucks and equipment you selected. You will see the equipment selections or location in the left column and their associated job hazards in the right column.

Do not refresh this page as it will delete everything you have entered on all pages.

- To view your JHS worksheets – click on the associated job hazard title link. To download it – click on the PDF icon 📄. The tool will provide all of your worksheets when you download your completed safety program.

- To delete job hazards that don't apply to your company – click the trashcan icon 🗑 . A dialog box will appear asking you to confirm the deletion.
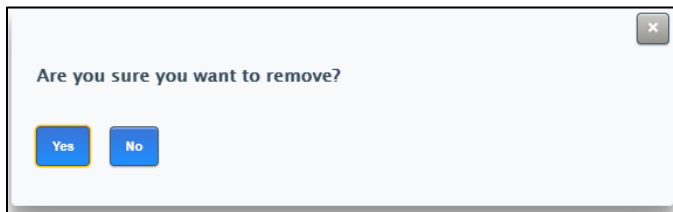
- To add job hazards – click the blue "Add" button 🔵 on the right.

- When the dialog box appears, click on the downward arrow to scroll and select additional job hazard sources. Click "OK" after making your selections or click "Cancel" if you do not make any selections. The dialog box will close.

- If you do not see your hazards listed, you will have the opportunity to create one from a blank job hazards and solutions sheet at the end of the process. **Make a note now to remind yourself.**

- Review your selections and make any changes before proceeding.

- Go Back or Continue. [Back] [Continue]

Safety & Health · Claims · Patient Care · Insurance · Workers' Rights · Licensing & Permits

Job Hazards and Solutions (JHS)

Based on your equipment selections, you need the Job Hazards and Solutions (JHS) worksheets listed below.

- **If you see any JHS that should not be included, click the trash can icon 🗑 to delete.**
- **If any are missing, click the "Add" button on the far right of each selection to add more.**
- **If you would like to preview the document, click on the document link. A new window will open and you will be able to preview the first page of the document.**
- **If you would like to download the whole document, click on the document icon 🄿 to download the whole document.**

If you don't see your hazard listed, you can use a blank JHS form that can be found on the last page of this tool to address the hazard.

DISCLAIMER

These Job Hazards and Solutions (JHS) worksheets are being provided by the TIRES project. They present common hazards and controls identified in government, industry, and manufacturer safety resources. You must revise these JHS worksheets to accurately reflect your workplace. These templates are provided as a courtesy and reflect common (but not all) hazards. Use the blank JHS form found on the last page of this tool to create specific worksheets that accurately reflect your workplace. Users accept full responsibility for ensuring their safety program meets the specific hazard prevention and control needs of their workplace. TIRES is not liable for the user's selection, revision, or enforcement of the worksheets.

| Equipment Selected	Associated Job Hazards and Solutions	
Multi-axle tractor	Coupling / uncoupling: all trucks except logging 🄿 🗑 DOT vehicle inspection 🄿 🗑 Manual loading / unloading 🄿 🗑 Spotters 🄿 🗑 Terminal yard 🄿 🗑 Tire chaining 🄿 🗑 Truck cab 🄿 🗑 Vehicle backing 🄿 🗑	**Add**

[Back] [Continue]

Figure 10. Review, add, or delete Job Hazard and Solutions (JHS) worksheets.

6. Personal Protective Equipment (PPE)

This page lists your personal protective equipment (PPE) selection guides (see *Figure 11*). Your equipment or location selections are in the left column with their associated PPE in the right column. You may see some associated PPE items listed repeatedly because some of the same PPE is required for multiple types of equipment.

Do not refresh this page as it will delete everything you have entered on all pages.

- To view your PPE selection guides – click on the associated PPE title links. To download it – click on the PDF icon⬚. The tool will provide all of your PPE selection guides when you download your completed safety program.

- To delete PPE that doesn't apply to your company – click the trash icon 🗑 . A dialog box will appear asking you to confirm the deletion.

- To add PPE – click the blue "Add" button (Add) on the right. When the dialog box appears, click on the downward arrow to scroll and select additional PPE. Click "OK" after making your selections or click "Cancel" if you do not make any selections. The dialog box will close.
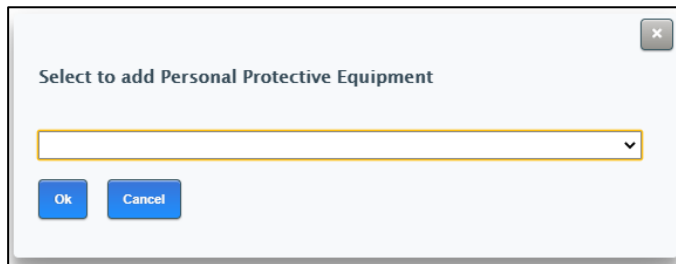
- Review your selections and make any changes before proceeding.
- Go Back or Continue. [Back] [Continue]

Personal Protective Equipment (PPE)

Based on your JHS selections, you need the PPE selection guides listed below.

- **If you see any PPE that should not be included, click the trash can icon 🗑 to delete.**
- **If any are missing, click the "Add" button on the far right of each selection to add more.**
- **If you would like to preview the document, click on the document link. A new window will open and you will be able to preview the first page of the document.**
- **If you would like to download the whole document, click on the document icon 📄 to download the whole document.**

DISCLAIMER

These Personal Protective Equipment (PPE) selection guides are being provided by the TIRES project. They address commonly required PPE identified in government, industry and manufacturer resources. Users accept full responsibility for editing the content to meet the specific PPE needs of their workplace. TIRES is not liable for the user's selection, revision, or enforcement of the PPE selection guides.

Equipment Selected	Associated Personal Protective Equipment	
Multi-axle tractor	Cold weather protection 📄 🗑	
	Goggles 📄 🗑	
	Hard hats 📄 🗑	
	Hearing protection 📄 🗑	
	Hot weather protection 📄 🗑	
	Protective work gloves 📄 🗑	Add
	Reflective clothing, Class 2 or 3 📄 🗑	
	Reflective rain gear, Class 2 or 3 📄 🗑	
	Respirators N95, N99, or N100 📄 🗑	
	Safety glasses 📄 🗑	
	Slip resistant, safety-toed boots 📄 🗑	

Back　　　Continue

Figure 11. Review, add, or delete Personal Protective Equipment (PPE).

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7. Safety Training Plan

This page lists your safety training plan items (see *Figure 12*). Your equipment or location selections are in the left column with their associated safety training plan items in the right column.

Do not refresh this page as it will delete everything you have entered on all pages.

- The tool will provide your safety training plan when you download your completed safety program. The training plan items are required by state and federal rules for your equipment and PPE selections and cannot be deleted, except for any items that you add in the next step. You may see some associated training plan items listed repeatedly because some training, such as for various types of PPE, is required for multiple types of equipment.

- To add training items – click the blue "Add" button ⬤Add on the right. When the dialog box appears, click on the downward arrow to scroll and select additional items. Click "OK" after making your selections or click "Cancel" if you do not make any selections. The dialog box will close.

Select to add Safety Training Plan item

Ok   Cancel
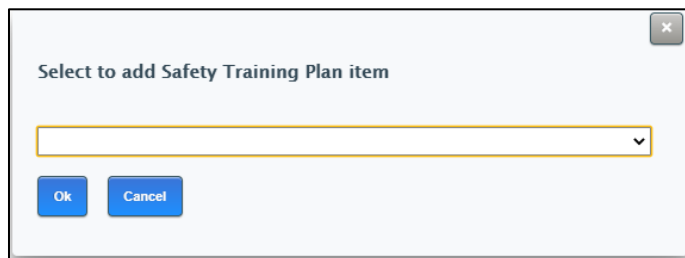
- Review your selections and make any changes before proceeding.
- Go Back or Continue.   Back   Continue

Safety Training Plan

Based on your equipment, JHS, and PPE guide selections, you need the federal and state required safety training listed below.

- **The training items listed below are required and cannot be deleted, except for any items you add.**
- **If any are missing, click the "Add" button on the far right of each selection to add more.**
- **If you added the wrong item, click on the trash can icon 🗑 to delete.**
- **Your training plan will be included when you download your safety program.**
  Click here to view an example

DISCLAIMER

The training plan is being provided by the TIRES project. It lists safety training required by the Code of Federal Regulations and Washington Administrative Code. Users accept full responsibility for editing content to meet the specific safety training needs of their workplace. TIRES is not liable for the user's selection, revision, or enforcement of the training.

Equipment Selected	Associated Safety Training Plan Items
Multi-axle tractor	Eye protection Foot protection, including waterproof and chemical resistant boots Hand protection, including waterproof and chemical protective gloves Head protection Hearing loss prevention Reflective vests / clothing, Class 2 and 3, including rain gear Respirators N95, N99, or N100 **Add**

Back   Save and Continue

Figure 12. Review required safety training, and add or delete additional training.

8. Downloading the Safety Program, Revision Log, Companion Documents, Required and Recommended Forms, and Using Helpful Resources

The final page provides a link to download your customized safety program (see *Figure 13*). This gives you the opportunity to review it before printing. **Note: downloading takes a few minutes, do not refresh or leave page during the download as it will require you to restart at the beginning by entering your Safety Program ID number.**

- At the top of the page are two options:

  Download the Revision Log Only - Click this only if you have reviewed your program, but not made changes. Use it to replace page 3 of your current program.

  Download Your Safety Program - Click this for your first safety program and any time you make significant changes to it. **Downloading the complete safety program may take a few minutes.**
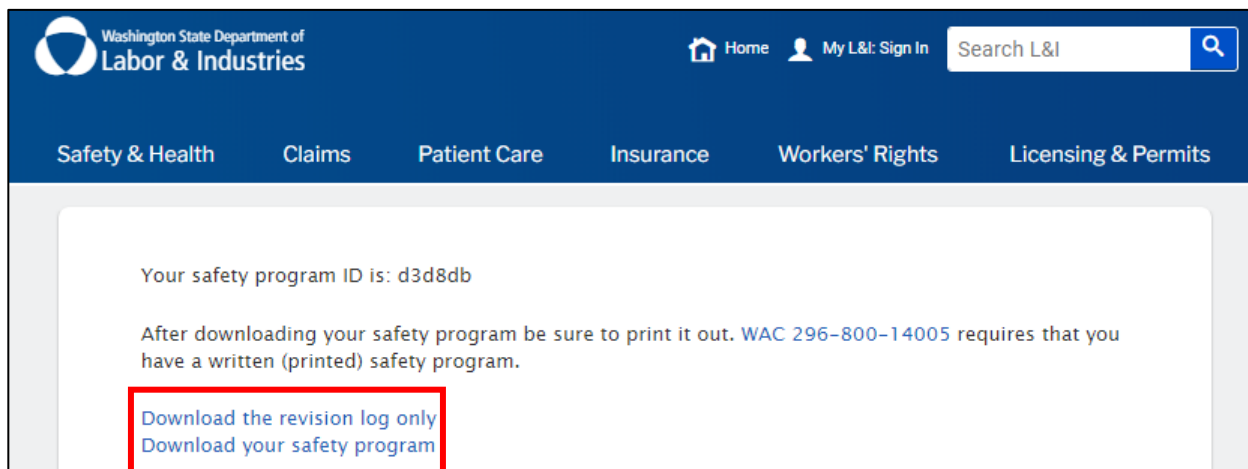

Figure 13. Download your revision log and safety program on final page.

Recommendations for use: This printed program is to be used by company management and employees to keep everyone safe. Management and the safety director should set aside time to review it.

- Print out or make copies of the responsibilities section and distribute as appropriate.

- Each employee should receive a copy of the employee responsibilities section and it should be reviewed during new employee orientation.

- All supervisors should receive copies of the supervisor responsibilities.

- The person responsible for training all new hires, and annual refresher training for all employees, should use the training plan that was printed as a guideline when developing and providing training, to ensure you don't miss any topics.

- The TIRES website at http://www.keeptruckingsafe.org/training-simulations.html contains some training material, if you are having difficulty developing your own material, or finding material online.

Download Companion Documents

Companion documents are additional knowledge and skill-building tools to help you apply Parts 2, 3, 4, and 5 of the program you have developed (see *Figure 14*). The information in them focuses on employee participation and involvement, hazard identification and assessment, hazard prevention and control, and education and training. Click to download and review them. They are not required to be printed or kept with your program.

You're almost done!

Here are additional tools that may help you apply the safety program you have developed, including companion materials for parts of your program. Bookmark this page for future reference.

Download companion documents
Part 2 Employee participation and involvement
Part 3 Hazard identification and assessment
Part 4 Hazard prevention and control
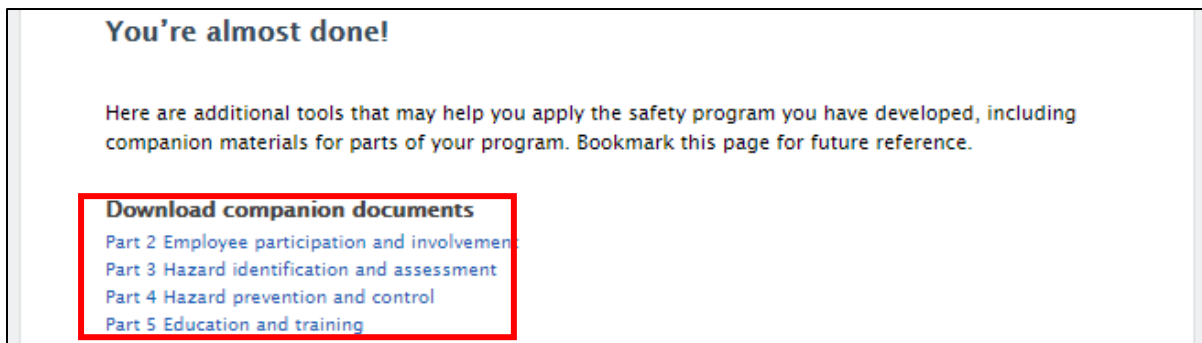Part 5 Education and training

Figure 14. Download companion documents on final page.

Download Forms (see *Figure 15*)

- **Required** – Click this for additional copies of forms that were downloaded with your safety program.

- **Recommended** – Click this for helpful tools and forms for applying your safety program. These are not required to be printed or kept with your safety program.
- **Blank JHS** – Click this to create your own Job Hazards and Solutions worksheet for hazards specific to your company and not already addressed in the program.
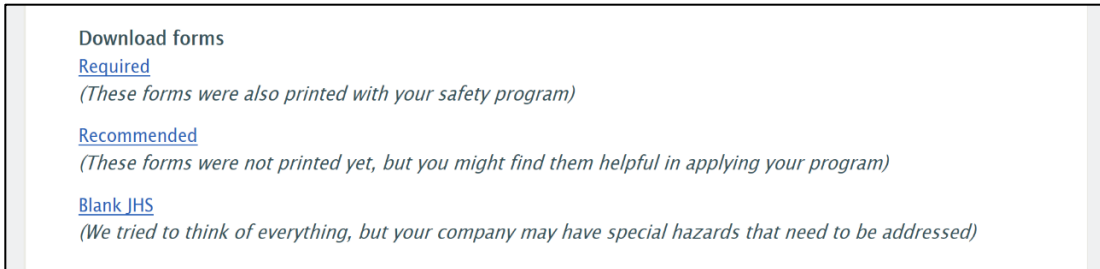

Download forms
Required
(These forms were also printed with your safety program)

Recommended
(These forms were not printed yet, but you might find them helpful in applying your program)

Blank JHS
(We tried to think of everything, but your company may have special hazards that need to be addressed)

Figure 15. Download forms on final page.

Additional Resources

Web links to additional information and training materials (see *Figure 16*) – connects to other resources that may help your safety program move forward.
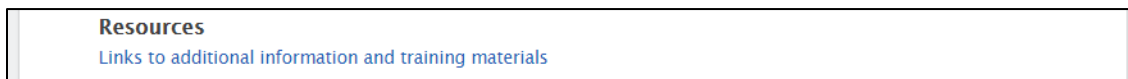

Resources
Links to additional information and training materials

Figure 16. Access external information and training resources on final page.

NOTE: After a long time of being on the last page without any interaction, the program will time out and disconnect due to inactivity. This will be apparent when the Safety Program ID no longer displays at the top of the last page. Disconnection will not allow the previous equipment, job hazards, and PPE pages to display correctly if you click "Back" at the bottom of the page. To return to your safety program use your Safety Program ID (check your email) to update or review.

Review and Exit

Options to review your safety program or to exit the tool are at the bottom of the webpage (see *Figure 17*).
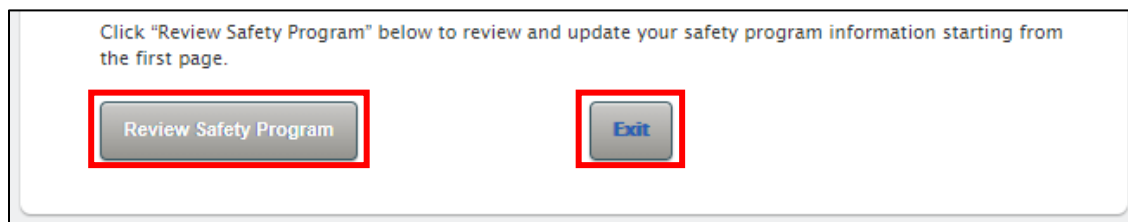

Click "Review Safety Program" below to review and update your safety program information starting from the first page.
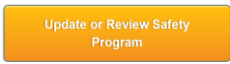
[Review Safety Program]   [Exit]

Figure 17. Options to review your safety program or to exit the tool.

9. Update or Review Safety Program

You should periodically review and update your safety program for changes in:
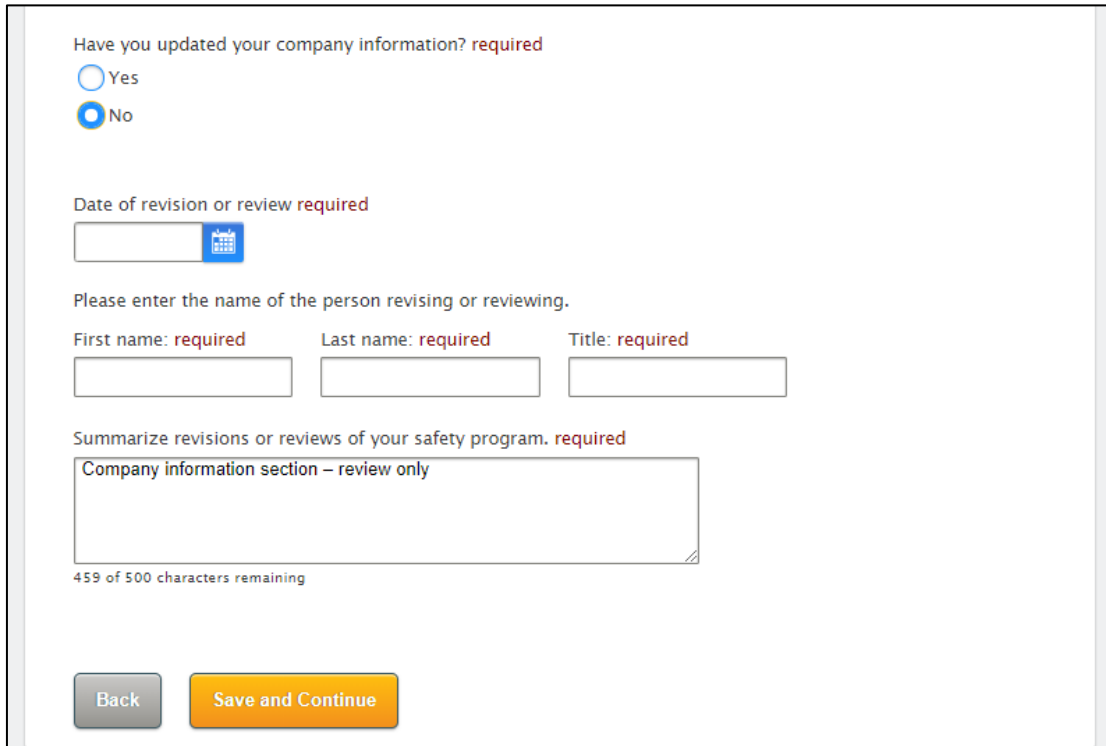
- Laws and regulations.

- Workforce size.

- Number of shifts.

- Employee skill levels.

- Truck, trailer and equipment types.

- Work locations.

- Newly identified hazards.

- Personal Protective Equipment (PPE).

- Required training.

Do not refresh. Refreshing your screen will delete everything you have entered on all pages.

- Open the tool in Google Chrome. Make sure to clear your browser's cache to see the latest version of the website.

- To begin click or tap "Get Started" Get Started or review "Why and how to develop a safety program" for additional information.

- After clicking "Get Started" Get Started , click the "Update or Review Safety Program" button Update or Review Safety Program .

- Enter your Safety Program ID in the space provided. Remember to always use the same Safety Program ID when reviewing or updating the same program.

  The program may take a few minutes to load after pressing "Continue" Continue .

- Thoroughly review all information and make any changes as your proceed through your safety program.

Revision log

- After reviewing your company information, the tool will ask if you made any updates at the end of the section. Thoroughly summarize any changes or updates to company information in the text box (see *Figure 18*).

Figure 18. Saving your company information updates.

- After reviewing your Trucks and Equipment, JHS, PPE, and training plan items, you will be asked if you made any updates at the end of the section (see *Figure 19*). Thoroughly document any changes or updates to this information in the text box.

Figure 19. Saving your Trucks and Equipment, JHS, PPE, and training plan item updates.

- Any updates or reviews will be tracked in your revision log.

- If you only reviewed and did not make any changes, then the only thing you will need to print on the final page is a revised revision log to replace page 3 of your existing safety program. If you made any changes, you'll need to reprint the entire safety program.

10. Frequently Asked Questions (FAQ)

What is SHARP?

[Safety & Health Assessment & Research for Prevention](#) (SHARP) is a workplace safety and health research and prevention program within Washington State's Department of Labor & Industries (L&I). The program is guided by the belief that workplace injuries and illnesses are preventable; that there is no such thing as a "workplace accident," but rather a series of preventable exposures that lead to injury and illness.

What is TIRES?

The [Trucking Injury Reduction Emphasis](#) (TIRES) project, supported in part by federal funding from the National Institute for Occupational Safety and Health (NIOSH), identifies risk factors for worker injury and collaborates with industry stakeholders to create and share prevention strategies. The TIRES Steering Committee of industry leaders in business and labor provides project review and guidance. TIRES provides the public free safety training materials and other injury prevention resources at www.keeptruckingsafe.org.

How is my data protected?

All data entered into the TIRES Trucking Safety Program Development Tool is stored behind the Washington State Department of Labor & Industries firewall on a secure server. Normal access to the data can only be done by you, using your unique ID number. In the unlikely event of a data breach, hackers would have access to your title, name, and company email address, all of which are generally available in the public sphere if your company has an online directory or website with contact information.

What happens if I lose my Safety Program ID number?

Your Safety Program ID number lets you update or review your safety program online. If you lose your ID number, you will be unable to update or review your current safety program and will have to create a new one. This is why it is important to write down and save your ID number.

What is GovDelivery?

[GovDelivery](#) is an independent web-based e-mail subscription management system that sends public users email and text updates from a variety of government agencies. [Subscribers](#) can select to receive updates from a wide range of agencies and topics. After signing up, users can [unsubscribe](#) from receiving updates at any time.

What do I do if I'm still having trouble starting and finishing my safety program?

If you are have followed the steps in this user guide and are still having trouble developing your safety program, then please click the "Overview" link on the first page

and download and refer to the companion documents on the development tool's final download page. Access the TIRES project's free safety program eLearnings, simulations, and other training resources at www.keeptruckingsafe.org and L&I's TIRES website.

11. Useful Info

Acronyms and abbreviations

CDC – Centers for Disease Control and Prevention

CFR – Code of Federal Regulations

DOSH – Division of Occupational Safety and Health

FMCSA – Federal Motor Carrier Safety Administration

JHS – Job Hazards and Solutions

NIOSH – National Institute for Occupational Safety and Health

OSHA – Occupational Safety and Health Administration

PPE – Personal Protective Equipment

SHARP – Safety & Health Assessment & Research for Prevention

TIRES – Trucking Injury Reduction Emphasis Project

WAC – Washington Administrative Code

WISHA – Washington Industrial Insurance Act