Do a Find-and-Replace (ctrl-H in Microsoft Word) and replace each of the following values with the appropriate entry (you can delete this section once you’ve done so):

<<COMPANYNAME>> this is your company’s name
<<COMPANYCONTACT>> this is the person who is the primary contact for L&I for your business.
<<COMPANYHR>> this is the company’s internal HR person. It may be the same as the previous person. If your company has multiple people handling different HR tasks, you may want to do a regular Find search for this tag and manually replace each entry with the appropriate person.
<<COMPANYEVAC>> is a description of the designated emergency evacuation meeting area for your company

# Management Commitment

## Our Safety Policy

**<<COMPANYNAME>>** places a high value on the safety of its employees. We are committed to providing a safe workplace for all employees and have developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness to get the job done. To accomplish this:

* Management will do its part by devoting the resources necessary and assign a Safety Lead to head up our safety program.
* We will develop a system for identifying and correcting hazards.
* We will plan for foreseeable emergencies.
* We will provide initial and ongoing training for employees and supervisors.
* We will establish a disciplinary policy to ensure that company safety policies are followed.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

## Safety and Health Responsibilities

### Manager Responsibilities

1. Ensure that a store wide safety program is adhered to as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated, and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

### Supervisor Responsibilities:

1. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

### Employee Responsibilities

1. Follow safety rules described in this program, WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

## Employee Participation

### Employee Safety Meetings (Optional for locations with 10 or fewer employees or employers with 11 employees or more who are segregated on different shifts or work in widely dispersed locations in crews of 10 or less)

All employees are required to attend a monthly safety meeting held at a time and location as management determines. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the safety meeting minutes form. Meeting minutes will be kept on file for one year.

Conducting a safety meeting isn't hard if a few basic steps are followed:

1. Plan ahead: Choose the topic with plenty of time to get materials together. Don't wait until the day before!
2. Set a time and place. Make sure everyone can attend.
3. Make an outline or, get a safety bulletin that outlines the subject so that it can be discussed right from the bulletin itself.
4. Make copies for handouts if necessary.
5. On the appointed date and time:
	1. Call the meeting to order and state the purpose of the meeting.
	2. Cover the material.
	3. Ask for comments or questions. Discuss the significant points of the material.

### Safety Committee (Required for employers with 11 employees or more at a single location)

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee-elected representative each from the office, factory and outside sales divisions of our company.

* Employees in each division will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
* Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy, then an election will be held before the next scheduled meeting to fill the balance of the term.
* In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
* A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.
* In addition to the committee responsibilities explained above, duties of safety committee members include:
	+ A monthly self-inspection of the area they represent
	+ Communicating with the employees they represent on safety issues and
	+ Encouraging safe work practices among co-workers.
* A regularly monthly scheduled meeting date, time and location will be determined by the committee.
* A committee member will be designated each month to keep minutes on the attached minutes form. A copy will be posted on the employee safety bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year. The minutes form contains the basic monthly meeting agenda.

## Hazard Recognition

### Record Keeping and Review

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted (Customize by adding location of Minor Injury Log). The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries, which is typically done by the attending physician.

The supervisor will:

* Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
* Complete an "Incident Investigation Report" form.
* Give the “Employee’s Report” and the “Incident Investigation Report” to <<COMPANYHR>>.

This person will:

* Determine from the Employee’s Report, Incident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
* Enter a recordable incident within six days after the company becomes aware of it.
* If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
* Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety lead or committee will review the log for trends and may decide to conduct a separate investigation of any incident.

If our NAICS code is not exempt from reporting, <<COMPANYHR>> will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

(Customize by adding any additional Hazard Recognition policies that you may have and/or deleting any that do not apply to your company.)

## Incident Investigation

### Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or if any employee is in-patient hospitalized as a result of a work-related incident, <<COMPANYCONTACT>> will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll -free notification number is: 1-800-423-7233. <<COMPANYCONTACT>> must talk with a representative of the department. Fax and answering machine notifications are not acceptable. <<COMPANYCONTACT>> must report: the employer’s name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

For worker loss of eye, and non-admitted amputations, we will report them within 24 hours to the same L&I contact listed above. If they result in hospitalization, we then will follow the 8-hour notification rule.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written “Incident Investigation Report” of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to <<COMPANYHR>>.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the bookkeeper to record on the incident log.

An “Incident Investigation Checklist” form can be found in the Accident Prevention Program Library.

## Safety Inspection Procedures

**<<COMPANYNAME>>** is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year an inspection team made up of management, safety lead and area supervisors will do a wall-to-wall walk-through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey -- We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety meeting, safety representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. They will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

PPE Job Hazard Analysis -- As a part of our on-going safety program, we will use a “Job Hazard Analysis” form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

## Hazard Prevention and Control

### Eliminating Workplace Hazards

**<<COMPANYNAME>>** is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs, or when operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

* Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
* Do not remove or disable any safety device! Always keep guards in place on operating machinery.
* Never operate a piece of equipment unless you have been trained and are authorized.
* Use your personal protective equipment whenever it is required.
* Obey all safety warning signs.
* Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
* Do not bring firearms or explosives onto company property.
* Smoking is only permitted outside the building away from any entry or ventilation intake.
* Horseplay, running, and fighting are prohibited.
* Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

(Customize by adding any additional safety policies that you may have and/or deleting any that do not apply to your company.)

## Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

#### Work in or pass through any production area

* The require PPE for that area will be worn whether you are working or passing through.
* Walk within marked aisles.
* Do not distract or talk with employees when they are using equipment.

#### Working with Ladders

Approved Ladders are TYPE I & II. TYPE III ladders should be removed from the facility.

* Proper PPE for the task being done. If needed, refer to Job Hazard Analysis for this task.
* Full body harness when working at greater than 4’ over a barrier /guardrail. Both hands must be used to do the job.
* Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
* Do not stand on the top step of a step ladder.
* Do not use a ladder as a brace, workbench or for any other purpose than climbing.
* Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
* Always face the ladder when climbing up or down.
* If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
* Only one person is allowed on a ladder at a time.
* Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
* If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
* Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
* Do not paint a ladder! You may hide a defect.
* Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

#### Lifting Tasks:

* Proper PPE for the task being done. If needed, refer to Job Hazard Analysis for this task.
* Do not lift on slippery surfaces.
* Test the load before doing the lift.
* Get help if the load is too heavy or awkward to lift alone.
* Break the load down into smaller components, if possible, to provide a comfortable lift.
* Do not overexert!
* Make sure you have a good handhold on the load.
* Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
* Do not twist while lifting (especially with a heavy load). Turn and take a step.
* Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
* Avoid long forward reaches to lift over an obstruction.
* Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform.
* Do not lift while in an awkward position.
* Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
* Back injury claims are painful for the worker and expensive for the company. Lift safely!

(Customize by adding any additional Job Hazard Analysis safety that you may have and/or deleting any that do not apply to your company.)

The signatures below document that the employee received training on how to lift safely.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

#### Vehicles

Equipment Interval Location of record

1996 Toyota Forklift A68710\* Daily File cabinet in the garage

2020 Ford Taurus Monthly Vehicle glove box

\*Forklifts are required to be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

(The above rules are included as an example only. You must customize this section by adding any equipment maintenance rules that you may have and/or deleting any that do not apply to your company. Be sure to include the equipment, location, and other pertinent information.)

## Emergency Planning

### What will we do in an emergency?

#### In case of fire

An evacuation map for the building is posted (Customize by adding location). It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside <<COMPANYEVAC>>. A copy of the map is attached to this program.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year typically in the Spring. (Customize by adding fire drill and fire extinguisher training information as it pertains to your business.)

* If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
* If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
* If the fire grows or there is thick smoke, do not continue to fight the fire.
* Tell other employees in the area to evacuate.
* Go to <<COMPANYEVAC>>.
* If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area. Verify that 911 has been called.
* Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
* Tell supervisors in other areas to evacuate the building.
* Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

(Customize the above rules by adding procedures in case of fire as it pertains to your business.)

#### In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning.

We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. A wrench is available at the rear entrance to turn off the gas shut-off outside the building. All supervisors will be trained in the gas shut off procedure. An earthquake drill will be conducted each year in the month of October. In the event of an earthquake:

(Customize by adding earthquake drill and evacuation information as it pertains to your business.)

#### If you are inside a building:

* Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
* When the shaking stops, (Customize by adding name or title of responsible person) are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location, <<COMPANYEVAC>>.
* Evacuation should proceed as quickly as possible since there may be aftershocks.
* Supervisors must account for each employee in their work group as quickly as possible.
* First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
* If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
* Supervisors and first aid employees must not re-enter the building once evacuation is complete.
* Do not approach or touch downed power lines or objects touched by downed power lines.
* Do not use the phone except for emergency use.
* Watch for alerts on your smartphone or turn on a radio and listen or for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

#### In case of Health Emergency (pandemic)

If there is a pandemic announced by the health department, you can use the SAFEME COVID-19 course for instruction and training on pandemic procedures and processes. [English](https://wrasafeme.org/course/sm3/) [Spanish](https://wrasafeme.org/course/sm3-2/)

We will follow any additional instruction and guidelines provided by the Centers for Disease Control (CDC) and the WA State Health Department.

#### If an injury occurs

A first aid kit is kept at (Customize by adding the location(s) of first aid kits in your business). Also, each company vehicle is equipped with a first aid kit and familiarize yourself where it is located before using the vehicle. These kits are checked monthly by safety representatives. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.

All supervisors are required to have first aid cards ([WAC 296-800-150](https://apps.leg.wa.gov/WAC/default.aspx?cite=296-800-150)). Other employees may have been certified. A list of current first aid certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards. (Customize by adding the location of first aid trained personnel in your business)

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 and if there is no response, 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, use gloves, 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 you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-823-160.

#### Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe workplace at (Customize by adding your company name here). To ensure that all employees are trained before they start a task that requires training, your supervisor is responsible to verify that each employee has received an initial orientation, has received any training needed to do the job safely and that the employee file documents this training. An outline and materials list are available for each training course we provide:

Course Who must attend

Basic Orientation All employees (given by the employee's supervisor

Safe Lifting Any employee who lifts more than 20 pounds

Chemical Hazards (General) All employees

Chemical Hazards (Specific) An employee who uses or is exposed to a particular chemical

Fire extinguisher safety All employees

Forklift Training Employees who operate a forklift. Separate certification.

Lockout Training (Awareness) All employees

Lockout Training (Advanced Employees who service equipment

Respirator Training Employees who use a respirator

Welding Safety Employees who operate welding tools

[SAFEME](https://waworksafe.org/#safeme) has several training modules that are available at https://waworksafe.org/#safeme

You are at the end of the basic Accident Prevention Program. Please be sure that you have added all the required information to make it specific to your business. If you have any further information to add, please do so. Otherwise delete this message.