##### Accident Prevention Program (APP) Template

This Accident Prevention Program (APP) template is provided as an example to give your organization a starting place. The APP must be tailored to your nonprofit’s actual operations and the potential hazards that may be encountered by your employees. If your nonprofit has remote or hybrid employees, consider how the APP applies to the different locations employees may perform work.

Including the regular review and updating of your organization’s APP as part of someone’s job duties is a good idea. The identified person can report updates to the head of the safety committee or at a safety meeting on a quarterly basis. The employer should check that updates are correct. Ultimately, the employer is responsible for ensuring that an up-to-date APP is in place.

Instructions:

* Read through the template carefully. Add and/or remove information as needed to make the APP specific to your organization.
* Additional instructions are provided directly in the template through bracketed green text.
* Consult [Chapter 296-800 WAC, Safety and Health Core Rules](https://app.leg.wa.gov/wac/default.aspx?cite=296-800) for a complete list of safety standards in Washington State.

Next Steps:

After your organization’s Accident Prevention Program is drafted and approved:

* In order to be effective in practice, the APP program must be implemented.
* As changes occur in your work (for example, new equipment, new processes, etc.), your organization’s APP needs to be updated.

### Accident Prevention Program

[Name of Your Organization] [Date]

* + 1. **Safety Orientation**

Each employee will be given a safety orientation by [name or title of person who will provide the initial safety orientation] when first hired. The orientation will cover the following items:

1. Description of the Accident Prevention Program

We have a formal written Accident Prevention Program as described in WISHA regulations ([WAC](https://apps.leg.wa.gov/wac/default.aspx?cite=296-800-140)  [296-800-140](https://apps.leg.wa.gov/wac/default.aspx?cite=296-800-140)).

It consists of this safety orientation and a [safety committee or safety meeting, whichever criteria your organization meets] that is described in Part 2 Safety Leadership.

We also have basic safety rules that all employees must follow, which are:

[Add any basic safety rules that apply to the work your organization does. Delete any from the list below that do not apply to your organization.]

* 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! Keep guards in place at all times 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 or vaping 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 accidents.

1. How and When to Report Injuries + Location(s) of First Aid Facilities
   * If you are injured or become ill on the job, report this to [add name or title of person to whom injuries should be reported].
   * There is a first aid kit located [add where first aid kit(s) are located in your organization].
   * We require all supervisors to have first-aid/CPR training.
   * We have also posted emergency phone numbers [add location of emergency phone numbers].
2. How to Report Unsafe Conditions and Practices

If you see something that is unsafe or someone working unsafely, immediately report it to [add name or title of person to whom unsafe conditions should be reported].

1. What to Do in an Emergency Including How to Exit the Workplace

An evacuation map for the building is posted [add location of evacuation map if you have one, or delete this sentence]. The evacuation map shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

[If your organization has remote or hybrid employees, consider including some type of guidance related to their work environments. For example, make a note of at least two exits from your building, location of fire extinguishers (if any), and first aid supplies.]

1. Fire Emergency

You will be trained on how to use a fire extinguisher as part of your orientation. [Customize your plan by adding how fire emergencies and how fire extinguisher training will be handled in your organization.]

* + If you discover a fire:
    - Tell another person immediately.
    - Call or have the other person 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 the fire out with a fire extinguisher (only if you are trained on how to use fire extinguishers and if you are following your employer’s fire emergency action plan).
  + 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 the designated assembly point outside the building.

1. Earthquake Emergency

*During an Earthquake*

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, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
  + 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 and open windows. All supervisors are trained in the gas shut off procedure. [Tailor this section to your organization including the location of emergency shut-off valves and who would have that assignment.]
  + 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.
  + Turn on a radio and listen for public safety instructions.

If you are outside**:**

* + Stand away from buildings, trees, and telephone and electric lines.

If you are on the road:

* + Drive away from underpassess/overpasses.
  + Stop in a safe area.
  + Stay in the vehicle.

1. Preventing COVID-19

As of the publishing of this resource (2024), L&I requires all workplaces to address COVID-19 in their APP. Your plan should address how to limit the spread of COVID-19 in your workplace, and follow current CDC guidelines. Additional information is available on [L&I’s COVID](https://lni.wa.gov/agency/outreach/coronavirus/requirements-and-guidance-for-preventing-covid-19) [requirements page](https://lni.wa.gov/agency/outreach/coronavirus/requirements-and-guidance-for-preventing-covid-19).

1. Outdoor Heat Exposure

[\*Special Note:If employees are required to wear nonbreathable clothes including vapor barrier clothing or PPE (such as chemical resistant suits), the action temperature decreases to 52˚ F.]

When temperatures are above 80˚ F and you must perform work outside\*:

* + Drink plenty of water to stay hydrated. [Add your organization’s procedure for providing cool drinking water. Employers must provide at least one quart per hour of cool drinking water for employees working outdoors in the heat.]
  + Work in shade when possible, and take cool down breaks in the shade when it is not. [Add your organization’s procedures for providing shade or other sufficient means to reduce body temperature including the location of such means and how employees can access the shade/other means provided. Employers must provide shade or other means to decrease body temperature.]
  + Monitor yourself and others for symptoms of heat related illness. You will receive additional training on the symptoms of heat related illness. [Add your organization’s plan for maintaining communications and reporting related to heat related illness. Employers must ensure effective communication is maintained so that employees at the work site and their supervisor can contact each other to report signs and symptoms of heat-related illness and get medical attention when necessary.]
  + If you have any symptoms of heat illness, stop working and take measures to reduce your body temperature, including sitting in the shade or moving inside to air conditioning. Report your symptoms to your supervisor. Never leave someone experiencing heat illness alone. The individual could get worse or even die. Seek medical attention if you have symptoms of heatstroke, you are throwing up, your symptoms get worse, or your symptoms last longer than one hour.
  + [If your employees perform regular physical labor outdoors, include a plan to acclimatize new and returning workers to heat by gradually increasing their full workload. Include monitoring procedures for workers who are acclimatizing.]

When temperatures are above 90˚ F and you must perform work outside:

In addition to the procedures outlined above for working in temperatures greater than 80° F, the following applies.

* + Once every two hours, you must take a 10-minute cool-down break in the shade, or use other effective measures to reduce body temperature such as a misting fan or air conditioning. These mandatory breaks are paid unless taken during a meal period.

When temperatures are above 100˚ F and you must perform work outside:

In addition to the procedures outlined above for working in temperatures greater than 80˚ F, the following applies.

* + Once every hour, you must take a 15-minute cool-down break in the shade, or use other effective measures to reduce body temperature such as a misting fan or air conditioning. These mandatory breaks are paid unless taken during a meal period.

We provide annual training to employees and supervisors on symptoms of outdoor heat exposure and policies are in place to prevent heat-related illness. [Add name or title of person who will provide training and any other information related to policies or plans to prevent heat-related illness.]

1. Identification of Hazardous Chemicals or Medications Used at the Location

[Customize based on what, if any, chemicals are used by your organization or medications are administered/stored at your organization. If none, consider noting that your organization does not use or store hazardous chemicals or medications at your location(s).]

* + We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where the chemicals are used.
  + We store several medications. You will be instructed by [add name or title] on how to administer/store these medications.

1. Use and Care of Required Personal Protective Equipment (PPE)

[Customize based on what, if any, personal protective equipment is used in your organization.]

* + Some tasks in our organization require an employee to wear PPE to protect against injury.
  + You will be instructed by [add name or title of person who will instruct employees in the use and care of PPE] using the manufacturer’s instructions that are attached to this program on how to use and care for this PPE.

1. On-the-Job Training about What You Need to Know to Perform the Job Safely

Before you are first assigned a task, [add name or title of person who will conduct on-the-job training for new employees] will show you what to do along with safety instructions and required PPE.

* + We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
  + Do not use equipment or attempt to do any of these tasks until you have received required training and PPE.
    1. **Safety Leadership**

[Determine if your organization meets the criteria for a safety committee or safety

meetings. Include specific details related to your organization’s safety committee or safety meetings.]

Safety Committee

[Required for employers with 11 employees or more.]

* Our committee will consist of [add the make- up of your organization’s safety committee].
* Employees will elect from among themselves a representative to be on the committee.
* The safety committee members will elect a chairperson.
* The regularly scheduled meeting is [add the usual meeting time, such as the first Thursday of each month]. This may be changed by vote of the committee.
* A committee member will be designated each month to keep minutes

Safety Meetings

[An option for employers with 10 or fewer employees, or employers with 11 employees or more who are segregated on different shifts or work in dispersed locations.]

* Safety meetings are typically held [add usual meeting time, such as the first Thursday of each month].
* All employees are required to attend.
* The leader of the meeting will designate a person to document attendance and the topics discussed.

[Small organizations may want to integrate safety topics into regular staff meetings. Be sure to document attendance and safety topics discussed.]