



ACCIDENT PREVENTION PROGRAM



Manual template by ERNwest as part of the Washington Restaurant Association Retro Program.



Read Before Proceeding

Employer Resources Northwest has developed a sample safety program to assist employers in developing a site specific safety program that can be tailored to meet your needs. Employer Resources Northwest encourages you to expand, copy and modify this template as deemed necessary by you.

If you need additional assistance in setting up your written safety program please feel free to contact your ERNWest Representative for additional information. Charges may apply.

The information contained in this sample safety program may not meet all the needs of your business. ERNWest will not be held liable or otherwise responsible if use of this Sample Accident Prevention Program does not prevent all injuries or citations nor does ERNWest guarantee that use of this Sample Accident Prevention Program will prevent all injuries or citations.

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Management Commitment to Safety and Health

_____ is committed to providing a safe workplace for all employees. This is accomplished through the cooperative efforts of managers, supervisors and employees to identify and eliminate hazards that may develop in the workplace.

No task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to understand and follow all company safety rules. In addition, they are encouraged to actively participate in identifying ways to make our company a safe place to work.

Supervisors are responsible for the health and safety of their employees. As part of their daily duties they must check the workplace for hazardous conditions, watch employees for unsafe acts and take prompt action to eliminate hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. 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. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety and Health Responsibilities

Manager Responsibilities:

- Establish a companywide safety committee and ensure it carries out its responsibilities as described in this program.
- Provide sufficient resources, i.e., employee time and supervisor support, to carry out the safety program.
- Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
- Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
- Set a good example by following established safety rules and attending required training.

- Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities:

- Ensure that each employee you supervise, prior to starting work:
 - 1) Has received an initial safety orientation,
 - 2) Is competent or receives training on safe operation of equipment or tasks, and
 - 3) Has been provided with the required Personal Protective Equipment (PPE).
- Do a daily walk-around safety check of the work area. Promptly correct any hazards you find.
- Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents in your area and report your findings to management.
- Talk to management about changes to work practices or equipment that will improve employee safety.

Employee Responsibilities:

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

X_____

[Signed and dated by senior management]

General Safety Rules

1. Always store materials in a safe manner. Tie down or support stacks of materials, if necessary, to prevent falling, rolling or shifting.
2. Do not block aisles, traffic lanes, fire exits, ramps or stairs.
3. Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.
4. Do not use tools with split, broken or loose handles, burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
5. All electrical power knives and other cutting tools, extension cords and equipment shall be properly grounded.
6. All electrical equipment and cords shall be properly insulated. Damaged cords shall be replaced.
7. Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
8. Flammable liquids shall be used only in small amounts at the job location and in approved safety cans.
9. Proper guards or shields must be installed on all power tools and equipment before use. Do not use any power tools and equipment without the guards in their proper working condition.
10. Do not operate any power tool or equipment unless you are trained in its operation and authorized by your firm to do so. Employees under 18 years old cannot operate such equipment.
11. Use tools only for their designed purpose.
12. Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any form of protective device or practice provided for your use or which other workers are using.

Incident Reporting & Recordkeeping Policy

WAC 296-27 and 29 CFR 1904 require employees to report any work-related injury or illness to their immediate supervisor immediately, regardless of how serious it is.

_____ enforces this regulation to ensure the continued safety of our employees.

Early reporting allows for immediate investigation and prevention of future incidents. Our employees are our most valuable resource. The safety of our employees is a priority and an important part of the culture at _____.

Safety is a group effort and as such, requires each member of the staff to be accountable and take responsibility for their role in the process. Each employee is assigned responsibilities, both individually and to the group, to help maintain the highest standard of safety.

Employee Responsibilities:

- Immediately report any incident or near miss to their supervisor.
- Complete incident report and returns it to their supervisor as soon as possible.
- Cooperate with their supervisor during the incident investigation process.
- Follow treatment plan prescribed by their treating physician.
- Provide required forms to their physician for completion and return all completed forms to their supervisor within 24 hours of the appointment.
- If modified duty is prescribed by their treating physician, agree to cooperate with supervisor and facility.
- When working a modified duty position, agree to comply with all restrictions in an effort to recover and rehabilitate from their work-related injury.

Manager/Supervisor Responsibilities:

- To provide first aid (if a minor injury), transport to preferred medical provider, or call emergency medical assistance (911) if life threatening.
- Assist employees with completing incident report immediately following report of incident. If the injured employee is severely injured, complete all other forms, completing the employee's incident report when they return from the medical provider.
- Investigate the incident, and complete the supervisor's incident report. Fax to ERNWest at (877) 717-0590.

- Provide temporary modified-duty work if the injured employee is unable to return to full-duty work. Review the return-to-work instructions with the employee and insure both the supervisor and employee sign the form.
- Fax any additional forms or medical information to ERNWest at (877) 717-0590 upon receipt. May e-mail to Claims Manager if agreed to in advance.
- Ensure there is communication and paperwork flow with the person responsible for workers' compensation within the organization, both within the facility and at the corporate office when applicable.
- Verify information contained in the L&I "*Report of Accident*" form and complete the "*Employer Section*" of the form. Fax to ERNWest at (877) 717-0590.
- Contact WISHA (your local L&I office) or, if the office is closed, call (800) 4BE-SAFE on any incident involving a fatality while working, or the in-patient hospitalization of any employee.

Recordkeeping

_____ will maintain and file all incident reports and record them in accordance with applicable DOSH and WISHA requirements and standards, and, if applicable, on the required OSHA 300 and OSHA 300A Summary Logs. For an occupational injury or illness to be recordable, the following criteria must be met:

- Every occupational death
- Every occupational illness (repetitive motion injuries are considered a disease) □ Every occupational injury that involves:
 - Unconsciousness
 - Inability to perform all phases of the regular job
 - Inability to work full time on a regular job
 - Temporary assignments to another job (light duty)
 - Medical treatment beyond first aid

Regarding restricted duty and time loss, stop counting days once the total of either or combination of both reaches 180 days.

The OSHA 300A Summary will be posted every February 1st and remain posted until April 30th on the Safety Bulletin Board.

First Aid Response & Eyewash Policy

All employees of _____ will be assured they have quick effective medical care when injured on the job. First Aid will be rendered until Emergency Medical Services (EMS) arrives or transportation is provided to a proper medical facility.

WAC 296-800-15005 "In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first-aid."

A list of First Aid trained people and their phone number/extension will be kept in _____. If there is an intercom system in your building, a code could be used to identify the emergency and location.

All First Aid trained employees will maintain current and valid First Aid cards. Of note, recertification is normally updated every 2 years.

First Aid Kits

WAC 296-800-15020 requires companies to have appropriate safety supplies. The kits are to be clearly marked, and accessible; and supplies are to be inspected and replenished monthly. First Aid Kits are located _____.

Eye Wash Stations

WAC 296-800-15030 requires emergency eyewash stations when there is the potential for an employee's eyes to be exposed to corrosives, strong irritants, or toxic chemicals. The travel distance to the eye wash station will not be more than 50 feet, or 10 seconds. The eye wash will irrigate both eyes at the same time. There is an on-off valve that activates in one second or less and remains running without user assistance. The flow is 0.4 gallons of water per minute (1.5 liters) for 15 minutes. In addition, eyewash stations MUST meet ANSI Z358.1 1998 eyewash standards.

An eye wash station is located at _____.

The eye wash is to be inspected monthly to ensure it is accessible and functions properly.

Emergency Disaster Plan

_____ strives to provide a safe and secure work environment. In the event of an emergency, the following procedures will be followed in accordance with **WAC 296-24-55001 Part G-1**

Notification of Evacuation

Authorized Personnel – any foreman, department supervisor, or other designated officer may call for an evacuation.

Notification of Emergency Services

The person calling for the evacuation will immediately pull a fire alarm and call 911 to request emergency service of police, fire, and/or medical personnel as appropriate.

Method of Announcement

Evacuation Routes

[Attach evacuation map and post throughout store].

Assembly

Attendance

- A. A current roster will be kept in each department. It is the supervisors' responsibility to maintain this roster and have it with them during an emergency for attendance. A current visitor log will be kept at _____.
- B. Upon completion of the evacuation each department supervisor will take attendance and report to the Emergency Action Plan Coordinator. Using the visitor log, the Emergency Action Plan Coordinator will account for all visitors. Missing employees and visitors will be identified to the appropriate emergency personnel by the Emergency Action Plan Coordinator.

Shut Down Procedures

In the event of an emergency that requires immediate evacuation, employees should shut down their equipment and immediately evacuate the building.

Responsible Personnel

[Add list of employees responsible for reporting to fire chief and employee head count here].

Moving Machinery and Personal Injury:

- A. For basic injuries: Provide first aid if necessary. If more than first aid is required, the supervisor will arrange for immediate transportation to:

For major injuries: Call 911 and request medical services

Natural Disaster Plans

Earthquake:

In the event of an earthquake the following steps must be followed:

1. Remain calm and walk not run.
2. Shut of gas and electrical connections.
3. Stand in an open doorway or crouch under a desk or table.
4. Use caution when standing in a doorway during an earthquake. Doors may swing violently during an earthquake. If possible, seek shelter in an opening that does not have a door in it.
5. After the earthquake has passed, employees must exit the building to their assembly point.
6. Outside the building employees should stand away from the building, telephone and electric lines, trees, trucks, and other equipment.
7. The Emergency Action Plan Coordinator and other qualified or designated individuals will check the building for safety. This includes: checking water, gas, sewage, and electrical lines for breaks or other damage.
8. Do not reenter the building until the all clear has been given.

Flooding:

In the event of a flood the following steps must be followed:

1. Flood shields or sandbags should be placed at doors and other entrances, such as loading docks.
2. Shut off gas and electrical connections.
3. Close valves to any tanks.
4. Board windows.
5. Employees should evacuate to higher ground.
6. Do not reenter the building until the all clear has been given.

Natural Gas Leak:

In the event of a natural gas leak from either the main line or at the storage facility the following steps must be followed:

1. Evacuate the facility per the instructions of the natural gas provider.
2. Do NOT shut equipment down unless specifically told to do so. Shutting down equipment may cause a spark or arc that could cause an explosion.
3. If an employee of _____ before discovers a natural gas leak before the natural gas provider alerts the area, call 911 and make a notification for evacuation over paging system. Specifically alert employees that it is a potential natural gas leak, and that no one is to turn off machinery, start his/her vehicle, or smoke until out of the danger area.
4. Follow instructions of emergency personnel regarding how far to evacuate.
5. When outside of the danger area, take attendance to confirm that all personnel have evacuated the building.
6. Do not attempt to reenter danger area until given the all clear from emergency personnel.

Sample Global Harmonization System (GHS) Policy

_____ is committed to the prevention of exposures that result in injury and/or illness; and to comply with all [WAC 296-901 Global Harmonization System \(GHS\) Rules](#). To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by _____ the following chemical hazardous communication program has been established.

_____ will participate in the chemical hazard communication program.

Safety Data Sheets (SDS):

_____ is responsible to establish and monitor the SDS program. This person will make sure SDSs are obtained for all hazardous chemicals used in the workplace and review them for new or significant health and safety information changes. See sample SDS. This person will see that any new information is passed on to affected employees. In addition, they will be responsible for updating each department's SDS book.

SDS books are always available to all employees for all hazardous chemicals in use and will be kept in supervisor's office or employee common areas. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the

_____.

Employee Information and Training:

_____ is responsible for the employee training program.

The procedures for how employees will be informed and trained are as follows:

- An overview of the requirements contained in the Global Harmonization Hazardous Chemicals Standard present in the work area.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDSs to obtain hazard information.

- Location of the SDS file and written hazard communication program.

Before introducing a new chemical hazard into any work area of this employer, each affected employee will be given an orientation as outlined above for the new chemical.

List of Hazardous Chemicals:

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing SDSs located in

_____.

Container Labeling:

_____ is responsible for container labeling procedures, reviewing, and updating. See sample label. The procedures for proper labeling of all containers and reviewing and updating label warnings are as follows:

1. As chemicals are received at the facility, the chemical will be checked by _____.
2. Labels will be placed on all hazardous chemical secondary containers by _____.

GHS Labels

Health Hazard		Carcinogen, Mutagenicity Reproductive Toxicity Respiratory Hazard Target Organ Toxicity Aspiration Toxicity
Flame		Flammable Pyrophorics Self-Heating Self-Reactives Organic Peroxides
Corrosion		Skin Corrosion Burns Eye Damage Corrosive to Metals
Exploding Bomb		Explosives Self-Reactives Organic Peroxides
Exclamation Mark		Irritant (skin and eye) Skin Sensitizer Acute Toxicity Narcotic Effects Respiratory Tract Irritant Hazardous Ozone Layer
Gas Cylinder		Gases Under Pressure
Flame Over Circle		Oxidizers
Skull and Crossbones		Acute Toxicity (FATAL or TOXIC)
Environment		(Non-Mandatory) Aquatic Toxicity

SAMPLE SAFETY DATA SHEET

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company

Street

Address

City

State

Postal

Code

Country

Emergency Phone Number

Name

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.

May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: Lot Number
Gross weight: Fill Date:
Expiration Date:

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 1910.1200 for a detailed description of SDS contents.

Fire Safety Policy

Fire safety is critical for the protection of employees and customers. **WAC 296-800-300** provides specific information on fire suppression and evacuation.

_____ has a policy that all store employees be properly trained on the site-specific fire safety program. **Training**

All personnel will be trained on the location of fire extinguishers in their work area, as well as, how to operate them. This training is to be accomplished annually.

Fire extinguishers are for small fires in the early stages. If the fire can be contained or extinguished a properly trained person should hold the extinguisher upright and follow the PASS method:

- **P**ull the pin, and stand back eight to ten feet,
- **A**im the extinguisher at the base of the fire,
- **S**queeze the handle, and
- **S**weep at the base of the fire with the extinguishing agent.

Fire classifications

Class	Materials Burned	Extinguishing Agent	Symbol
A	Wood, paper, rubber, plastics	Water, dry chemicals	▲
B	Flammable liquids, gases, greases	Carbon dioxide, dry chemicals	□
C	Electrical equipment, wiring, fuse boxes, circuit breakers, machinery	Carbon dioxide, dry chemicals	○
D	Combustible metals	Special techniques – do not use common extinguishers	☆

Inspections

Perform inspections on a monthly basis:

- All fire extinguishers should have an inspection tag, trigger seal and pin;
- Check gauge to insure fire extinguisher is charged;
- Check structural integrity of the cylinder – any dents, corrosion, etc.; ➤ Inspect hose for tears and punctures.
- Record the date of the inspection and your initials on the back of the vendor tag which is attached to the fire extinguisher.
- Perform maintenance checks on an annual basis and keep records for one year

Personal Protective Equipment Policy

WAC 296-800-160 Personal Protective Equipment (PPE) Policy is to protect the employees of _____ from exposure to work place hazards and the risk of injury through the use of PPE. The use of PPE is not a substitute for more effective control methods and will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

Responsibilities

Supervisors: have the primary responsibility for implementing and enforcing PPE use and policies in their work area.

- Conduct workplace hazard assessments to determine the presence of hazards, which necessitate the use of PPE.
- Provide appropriate PPE and make it available to employees.
- Review, update, and conduct PPE hazard assessments on an annual basis.
- Maintain records on hazard assessments.
- Provide training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE and maintain records.
- Review, update, and evaluate the overall effectiveness of PPE use, training, and policies.
- Ensure that defective or damaged PPE is immediately disposed of and replaced.

Employees: the PPE user is responsible for following the requirements of the PPE policies.

- Properly wear PPE as required.
- Attend required training sessions.
- Properly care for, clean, maintain, and inspect PPE as required.
- Inform the supervisor of the need to repair or replace PPE.
- Employees who repeatedly disregard and do not follow PPE policies and rules will fall under the discipline policy.

Hazard Assessment and PPE Selection

Supervisors will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form,

which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Assessments are needed on an annual basis and whenever:

- A job changes.
- New equipment or process is installed.
- There has been an accident.
- Whenever a supervisor or employee requests it.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection (ANSI Z87.1-2003)
- Head Protection (ANSI Z89.1-2003)
- Foot Protection (ANSI Z41.1-1999 or ASTM FR-2412-2005, Standard Test Methods for Foot Protection, and ASTM F-2413-2005,)
- Hand Protection: there are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the task.
- Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by

_____ at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that it will be used and that it is effective in use.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. Training records can be found in _____.

Retraining

The need for retraining will be indicated when:

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e. uses PPE improperly).
- New equipment is installed.
- Changes in the work place make previous training out-of-date.
- Changes in the types of PPE to be used make previous training out-of-date.

Safety Disciplinary Policy (optional)

_____ believes that an Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required.

1. A first time violation will be discussed verbally to employee.
2. A second time offense will include a written form entered into the employee's file.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

Compressed Gas Cylinder Policy

The purpose of this policy is to establish guidelines for the protection and safety of employees working for _____ who handle and use compressed gas cylinders. Compressed gasses are typically stored under pressure (900 psi and above when full) in metal cylinders. Improper handling and use of compressed gas cylinders will not be handled by any employee until they have been trained in the safe use, handling, storage, specific hazards and movement of compressed gas cylinders.

Employee Training

Employees who use and handle compressed gas cylinders will be trained before initial job assignment and/or job reassignment. Employees will be trained in the safe use, inspection, handling and storage of compressed gas cylinders. Refresher training shall be provided at the discretion of the supervisor.

Cylinder Inspections

Compressed gas cylinders will be inspected visually with every use. Look for leaks, cracks, dents, gouges, corrosion and pitting. This visual inspection will include the cylinder, safety relief devices, valves, protection caps and stems. If there is a question of safety, take the tank out of service and tag as damaged. Contact the supplier for replacement.

If tank is leaking gas, notify the person in charge of the tanks. Turn the tank off and readjust the tank connections. If this does not stop the leak, turn the tank off and replace the connections. If the tank is leaking around main valve, notify the supplier, immediately. Each tank must have a safety relief valve. This is used for automatically releasing gas if tank is overfilled or if, for whatever reason, the pressure inside rises above safe levels.

Marking

For the purpose of identifying the gas content, compressed gas cylinders shall be legibly marked with either the chemical or trade name of the gas. Such marking shall be by means of stenciling, stamping, or labeling and shall not be readily removable. Whenever practical, the marking shall be on the shoulder of the cylinder for easy identification.

Storage

All compressed gas cylinders will be stored in an upright position and chained to a solid object, such as a rack, wall or upright post. The room is ventilated to the outside. Ventilation will not allow gas to accumulate in the room. Storage of these tanks is in an area free of potentially falling objects or flame. For flammables, such as oxygen, insure there is signage stating there is oxygen in this room, along with no smoking signs within 50 feet.

Machine Guarding Policy

WAC 296-806-425 requires guards on machinery. Guards prevent any part of an employee's body from making contact with hazardous moving parts. Therefore, machine guards are to remain in place. The removal of any type of guard will not be tolerated in this store. This policy also includes information on disconnecting means and appropriate personal protective equipment (PPE) for each machine.

Bakery

Floor and Counter Mixers – floor mixers must be secured to the floor and have guards on mixing bowls. If the wire guard is opened the machine will not operate. There must also be a disconnecting means (switch) when cleaning machine. Counter mixers, such as a Hobart, must have the same guard on the mixing bowl.

Ovens - when racks are removed they are hot and need to be placed in an area where other employees cannot accidentally touch them. This may include signage for a specified area.

Deli

Meat Slicer - the only time the blade guard can be removed is during cleaning. Prior to cleaning the machine insure it has been disconnected from power source. When the blade is being cleaned, appropriate PPE must be worn to prevent cuts. **Meat Department**

Meat Grinder - utilize a wooden push bar when placing meat into the hopper.

Bakery/Deli/Meat

Freezer - insure the inner latch on the freezer door is functioning properly.

Garbage Disposal - the disposal opening must have a guard to prevent employees from putting their hand into the disposal, but still allow debris to pass thru.

Back Room, Shop

There must be guards on all permanent table saws, grinders and drill presses. This also includes all power hand held tools, such as:

- Routers
- Saws
- Grinders

Ladder Safety Policy

Ladders present unique opportunities for unsafe acts and unsafe conditions. Employees of _____ who use ladders must be trained in the proper selection, inspection, use and storage according to **WAC 296-800-290**. This program covers portable wooden, metal and fiberglass ladders.

Ladder Hazards

- Ladders with missing or broken parts
- Using a ladder with too low a weight rating
- Using a ladder which is too short for the purpose
- Using metal ladders near electrical wires
- Using ladders as a working platform
- Ladders that are not positioned properly
- Objects falling from ladders

Inspections - Inspect ladders before each use. Check to see that:

- No wet or slippery treads or rungs. All rungs and treads are free of oil, dirt, and ice.
- No loose, broken or missing parts. All fittings, bolts and screws are tight.
- Spreaders or other locking devices are in place and undamaged.
- Non-skid safety feet are in place and operable.
- No structural defects exist, all support braces are intact.
- Check ladder rating – does it match the intended use.
- Non-metal side rails when working around electricity.

Do not use broken ladders. Take broken ladders out of service and dispose of them.

Ladder weight ratings

- | | |
|--|--|
| <input type="checkbox"/> I-A 300 pounds (heavy duty) | <input type="checkbox"/> II 225 pounds (medium duty) |
| <input type="checkbox"/> I 250 pounds (heavy duty) | <input type="checkbox"/> III 200 pounds (light duty) |

Limits on ladder length

- A stepladder should be no more than 20 feet high
- A one- section ladder should be no more than 30 feet high
- An extension ladder can go up to 60 feet, but the sections must overlap

Ladder Setup

- Place ladder on a level and solid surface, anchoring the top and bottom □ Both sides of straight/extension ladders are against a wall or other support.
- Stepladder spread fully and locked into position.
- Ladder bottom at 75 degree angle or $\frac{1}{4}$ of ladder height from wall.
- Keep ladder at least 10' away from power lines.
- Extend the ladder to have about 4 feet above the top support or work area.
- All extension/straight ladders should have non-skid feet and be securely tied off or held by another employee.
- Place the base $\frac{1}{4}$ the height of the ladder from the wall when using extension ladder.

Ladder Use

- Never allow more than one person on a ladder.
- 3-point grip on the ladder at all times.
- Climb slowly – keep weight centered between side rails.
- Do not carry heavy/bulky items or tools in your hands or up and down the ladder.
- Stand below top two rungs of a stepladder.
- Stand below top four rungs of an extension ladder.
- Do not lean out from the ladder in any direction.
- Do not allow anyone to work under a ladder in use.
- When ascending or descending a ladder, face the ladder.
- Ladders placed in doorways or walkways should be barricaded or guarded.
- If employees work from special hanging ladders, the employees should be protected from falling. A safety line, safety belt and lanyard, or safety harness should be used.
- Metal ladders are not to be used where there is a possibility of electrical contact.

Ladder Storage

Store ladders on sturdy hooks in areas where they cannot be damaged. Store in a manner that prevents warping or sagging. Do not hang anything on ladders that are in storage.

Ladder Maintenance

- Keep ladders clean.
- Never replace broken parts unless provided by the original manufacturer.
- Do not attempt to repair broken side rails.
- Keep all threaded fasteners properly adjusted.
- Replace worn steps with parts from the manufacturer.

Blood borne Pathogen Policy

_____ is committed to providing a safe and healthful work environment for our entire staff. This is our plan to eliminate or minimize occupational exposure to blood borne pathogens.

Employees who have the potential to be exposed to blood or other potentially infectious material must follow the procedures and work practices described below.

_____ and the safety committee will maintain, review, and update the blood borne pathogen policy on an annual basis, and whenever necessary to include new or modified tasks and procedures. This policy will be made available to employees, and DOSH (Department of Occupation & Health) representatives.

_____ will be responsible for making sure all of the required medical action is performed and that appropriate employee medical records are maintained.

Employees can review this plan at any time during their work shifts.

This plan includes:

- Identification of employees who are at risk for exposure
- Controlling employee exposure to blood borne pathogens
- Employee training and hazardous communication
- Post exposure evaluation and follow-up
- Recordkeeping

Employees who are at risk for exposure

The following are job classifications in our establishment in which ALL employees have occupational exposure to blood borne pathogens:

JOB TITLE	DEPARTMENT/LOCATION
Supervisor	Supervisor

Controlling employee exposure to blood borne pathogens (BBP)

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost. The types of PPE available to employees are: gloves and safety glasses.

All employees using PPE must observe the following precautions:

- Wear appropriate eye protection when: splashes, sprays, spatters, or droplets of blood pose a hazard to the eye, nose, or mouth.
- Wear appropriate gloves when: you can reasonably anticipate hand contact with blood.
- Handle or touch contaminated items or surfaces.
- Replace gloves if torn, punctured, contaminated, or otherwise damaged.
- Never wash or decontaminate disposable gloves for reuse.
- Wash hands immediately after removal of gloves or other PPE.
- Dispose of contaminated PPE in designated containers.
- Remove blood contaminated garments immediately in a manner that avoids contact with the contaminated surface.

Work practices used to minimize occupational exposure:

We use the following work practices to eliminate or minimize employee exposure:

- When removing gloves make sure the glove is pulled over the hand, turning it inside out once it has been fully removed.
- Dispose of gloves in the appropriate container labeled for that type of waste.

Hepatitis B Vaccinations

The hepatitis B vaccination series is available at no cost after training and/or within 10 days of initial assignment to employees identified under the employees who are at risk of exposure section of this plan.

Vaccination is encouraged unless:

- We have documentation that the employee has previously received the series.
- Antibody testing reveals that the employee is immune.

- Medical evaluation shows that vaccination is contraindicated.

A copy of the health care professional's written opinion will be provided to the employee

Employees who choose to decline vaccination must sign a declination form. They may request and obtain the vaccination at a later date at no cost.

Vaccinations will be provided by: _____ at

The manager will make sure vaccinations are available and encourage their use, as required.

1. Employee Training and Hazard Communication:

All employees who have occupational exposure to blood borne pathogens receive training conducted by _____.

Training will be provided before assigning employees to a task where occupational exposure may take place on an annual basis, and when changes in a task or procedure takes place that affect occupational exposure.

Training records are maintained for each employee upon completion of training. These documents will be kept for at least 3 years.

2. Post Exposure Evaluation and Follow-up:

Following the initial first aid treatment, such as, cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
- Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity, if not already known.
- Document that the source individual's test results were conveyed to the employee's health care provider.
- Provide the exposed employee with the source individual's test results.
- Provide the exposed employee with information about laws on confidentiality for the source individual.
- Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.

If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days. If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible. Provide the exposed employee with a copy of the healthcare professional's written opinion

3. Recordkeeping:

Medical records are maintained for each employee who has an occupational exposure to blood borne pathogens in accordance with WAC 296-62-052, Access to Records.

_____ is responsible for maintaining medical records. These confidential records are kept in the administration office for at least 30 years beyond the length of employment.

Motor Vehicle Safety Policy

Purpose

This program covers safe operation and maintenance of all motor vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver's license for operation.

Policy

- All _____ vehicles will be operated only by employees authorized by company management for specific company purposes.
- Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.
- Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All _____ employees authorized to operate any company owned or leased vehicle will be included in the company random drug-testing program.
- All authorized employees must possess a valid state driver's license for the class vehicle authorized.
- Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

Responsibilities

Management

- Provide annual defensive-driver training for all employees authorized to operate company vehicles.
- Train authorized employees on vehicle inspection and accident procedures.
- Maintain _____ company vehicles in a safe condition.
- Maintain active insurance policies on all company vehicles.

Department Heads

- Allow only authorized employees to operate company vehicles. □ Arrange for defensive driving training prior to initial authorization □ Maintain a list of authorized employees in their department.
- Arrange for required periodic maintenance checks on assigned vehicles.
- Immediately remove from service any vehicle with any safety defect.
- Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.
- Establish a key control program for all assigned vehicles.

Authorized Employees

- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver-training programs.
- Participate in the company drug-testing program.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

Training

All employees authorized to operate company-owned-or-leased vehicles will participate in initial and annual driver-safety training that will include:

- Defensive driving
- Vehicle inspection
- Accident procedures
- Hazardous weather driving
- Procedure for notification of unsafe vehicle
- Backing procedures (light truck & van operators)
- Cargo area storage (light truck & van operators)
- Loading & unloading (light truck & van operators)
- Vehicle Inspection

Driver Inspections- Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Mirrors
- Backup warning
- No operational warning lights

- Head, tail & signal lights
- Accident kit in glove compartment
- Windshield wipers
- Fire extinguisher (light trucks & o Tire inflation (visual check) vans)
- Brakes
- Broken glass
- Steering control

Mechanical Inspections - Every company vehicle will be inspected by a qualified vehicle mechanics at least every 3 months. Inspection & maintenance points include:

- | | |
|--|---------------------------------------|
| • Road test | • Filter replacement |
| • Visual inspection of brake system - wheel removal required | • Lubrication |
| • Fluid system levels & visual inspection | • Oil change |
| • Brake pad wear | • Emissions systems visual inspection |
| • Belts & hoses | • Tire tread |
| • Battery condition | |

All vehicle inspections and maintenance records will be maintained by

Driving Safely

Starting

- Conduct pre-use inspection
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Allow a 15 second warm up time
- Check for warning lights

Driving

- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't trust the other driver to drive properly

- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and when excessive speed is not required
- No loose articles on floor
- Do not read, write, apply make-up, drink, eat or use a phone while driving
- Stay at least four seconds behind the vehicle ahead
- Do not stop for hitchhikers or to provide roadside assistance

Backing

- Back slowly & be ready to stop
- Do not back up if anyone is in path of vehicle travel
- Check clearances
- Don't assume people see you
- Getting out & check if you cannot see from the driver's seat

Stopping

- Park only in proper areas, not roadsides
- Use warning flashers & raise hood if vehicle becomes disabled

Accidents

- Do not admit responsibility
- Notify your company and law enforcement as soon as possible
- Cooperate with any law enforcement officers
- Move the vehicle only at the direction of a law enforcement officer
- Fill out all sections of the accident report in the glove box
- Do not sign any forms unless required by a law enforcement officer

At the scene get the following information:

- Investigating officer name and law enforcement agency
- Make, Model & License Plate number of other vehicles
- Names, addresses and phone numbers of all witnesses
- Photos of accident using camera in glove box
- all 4 sides of all vehicles

- roads and intersection at the scene
- interior of all vehicles - seating & floor areas
- Name, address & license of other drivers

Late Night Retail Policy

WAC 296-832 requires stores to implement safety measures for late night operating hours. The purpose of this program is to present procedures for crime prevention during the hours of 11:00 pm and 6:00 am; and to provide employees with the knowledge and skills necessary to maintain their personal security.

Training

All employees who work anytime during the hours of **11:00 pm and 6:00 am** are to receive "Late Night Retail" training prior to working this time period. Refresher training in crime prevention is to be provided on an annual basis.

Crime Prevention

Robbers do not want their actions to be observed. For this reason, cash registers must be visible from outside the store. Do not place objects, such as advertisements and displays, in front of cash registers or on the windows or doors in front of the cash registers. Anything that unnecessarily obstructs the view from the outside must be moved elsewhere.

Of particular importance is the view of the cash drawer. In the event of a robbery, it is critical that the robber be able to see the employee's hands so they do not think that an employee is reaching for a weapon or sounding an alarm.

During the hours **11:00 pm and 6:00 am**, cash registers will contain only enough money for change. Checkers are to put all excess cash in the safe during quiet times. Do not put cash into the safe at the same time each day.

Signs are posted at all store entrances which state:

- There is a safe in the store.
- Employees do not have access to the safe.
- The cash register contains only enough cash to do business.

All doors, except the main entrance, are to be locked from the outside between the hours of 11:00 pm and 6:00 am. Of note, emergency exits cannot be locked from the inside at anytime.

All of the store's lighting must be on at night. Replace burnt out lights as soon as possible. This is especially important for the store entrance and the parking lot.

A check of the video system will be made every evening that the store is open. It is the responsibility of **the manager or person in charge (PIC)** to ensure that the video system is operational.

Robbers do not want to be recognized. Employees are to:

- Greet customers when they enter the store and acknowledge their presence.

- Monitor customer traffic and periodically offer assistance to all customers.
- Be on the lookout for potential robbers. A person that wanders through the store without buying anything or hangs around out front is a danger signal. Likewise, someone who appears anxious for no apparent reason is also suspect.

Robbery Procedures

UNDER NO CIRCUMSTANCES ARE EMPLOYEES ALLOWED TO APPREHEND ROBBERS OR SHOPLIFTERS. Employees are trained to comply with all of a robber's demands as calmly as possible. They should not say anything to a robber unless they are asked a question. The only exception to this is when an event may occur that could startle the robber, such as another employee coming out of the back room. Every effort is made not to alarm the robber and allow them to leave as quickly as possible.

Post Robbery Procedures

Once a robber has left the store, employees should:

- Phone for emergency assistance. If someone is injured, seek emergency medical assistance prior to contacting law enforcement.
- Lock the main entrance in case the robber returns.
- Write down all pertinent facts that could help the police.
- Ensure that the crime scene is not disturbed.
- Phone the manager or PIC.
- Obtain witness names, address and phone numbers and provide to law enforcement when they arrive.

UNDER NO CIRCUMSTANCES ARE EMPLOYEES TO ENTER THE PARKING LOT UNTIL A ROBBER IS GONE. It is only permissible for employees to obtain the make, model, and color of the vehicle from inside the store, provided that it is safe to do so.

Employee Safety Committee Policy

WAC 296-800-130 requires companies to establish safety committees or safety meetings. If a company has 11 or more employee's safety committees are required. The Safety Committee is a key component of _____ loss control program. Committee membership is voluntary and will include salaried and hourly employees. The overall purpose of the safety committee is to routinely bring employees and managers together to promote a safe workplace.

Records

Records of all Safety Committee meetings and actions shall be maintained for a year. Safety Committee Documentation can be found _____.

You can place your safety minutes after this section or reference this page to a binder or folder where the minutes are kept.

Crew Leader Meetings

We believe that there is no magic formula for the prevention of injuries - hard work and perseverance are required, with the crew leader being the key to a successful result.

A. Purpose: To assist in the detection and elimination of unsafe conditions and work procedures.

B. Monthly meetings:

These meetings should be held in accordance with the various circumstances involved or when necessity dictates. No set pattern will suit all cases. It is important, however, that the leader talk daily on injury prevention and immediately on witnessing an unsafe act.

- a. Safety meeting shall be held at least once a month.
- b. The attendance and subjects discussed shall be documented and maintained on file for one year.
- c. Copies of the minutes should be made available to the employees by posting or other means.

C. Scope of Activities:

(certain employees as may be designated by their supervisors will assist)

1. Conduct in-house safety inspections with supervisor concerned.
2. Injury investigation to uncover trends.
3. Review Incident reports to determine means or elimination.
4. Accept and evaluate employee suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.
8. Provide safety in-service training as needed.

A. Documentation: The following form is available to assist in documentation activities of crew/leader meetings.

Crew Leader Meeting Topics

Employee Training is a vital component in minimizing employee injuries and reducing claims costs. Below is list of trainings that are required (if applicable) for your employees.

- | | |
|--|---|
| <input type="checkbox"/> Cut Safety | <input type="checkbox"/> Ladder Safety |
| <input type="checkbox"/> Burn Safety | <input type="checkbox"/> PPE |
| <input type="checkbox"/> Slip and Fall Safety | <input type="checkbox"/> Reporting Injuries |
| <input type="checkbox"/> Electrical Safety | <input type="checkbox"/> Emergency Response |
| <input type="checkbox"/> Hazardous Communication | <input type="checkbox"/> Workplace Violence |
| <input type="checkbox"/> Fire Safety | |

FORMS AND CHECKLISTS

RESTAURANT SAMPLE INSPECTION CHECKLIST

Location: _____

Date: _____

Inspected by: _____

Grounds around the Building	Yes	No
Parking areas free of potholes, litter, and major cracks	—	—
Parking areas adequately lit and free of hidden areas	—	—
Sidewalks clear and in good condition	—	—
Ice and snow removed; area kept sanded and salted	—	—
Dining Room and Entrance	Yes	No
Fire exits visible, well marked, unobstructed, and unlocked	—	—
Chairs and tables well maintained and arranged so they don't block emergency exits	—	—
Aisles kept clear	—	—
Areas well lit	—	—
Exit doors equipped with panic hardware	—	—
Emergency lighting equipment functional	—	—
Floors, mats, and carpets in good repair	—	—
Signs used to warn customers of wet floors	—	—
Workers trained in first aid procedures	—	—
First aid kit available, maintained, and placed in conspicuous area	—	—
CPR, choke charts, and emergency telephone numbers posted	—	—
Smoking regulations posted	—	—
Kitchen	Yes	No
Cooking equipment protected by automatic extinguishing system that is inspected and tagged semi-annually; fire control manual release visible	—	—
Hoods, vents, and fans free of grease and serviced regularly	—	—

Sprinkler system in working order and periodically inspected/tested; no storage within 18" of sprinkler heads	—	—
Fire alarms and smoke detectors in working order	—	—
High-temperature-limit controls in place on deep fat fryers	—	—
Approved/UL-listed grease filters and other grease removal devices	—	—
Portable fire extinguishers visible; mounted properly; proper type; inspected and tagged annually	—	—
Workers wear slip-resistant footwear	—	—
Flooring free of grease, puddles, and debris; flooring near sinks protected by non-slip surfaces	—	—
Equipment (powered cutting machines, mixers, air compressors, etc.) properly guarded	—	—
Machines disconnected before removing food and before cleaning	—	—
Plunger used to feed foods into choppers and grinders	—	—
Broken glass cleaned up and disposed of safely and promptly	—	—
Workers trained to use equipment and chemicals safely	—	—
Knives properly maintained, used, and stored	—	—
Food Storage	Yes	No
Walk-in refrigerators well maintained; equipped with emergency interior door latches that are in good repair	—	—
Food stored on pallets or shelves	—	—
Ice storage covered	—	—
Cold-storage floor surfaces free of ice	—	—
Equipment properly grounded	—	—
Detergents, sanitizers, and drying agents separated from other chemicals; stored away from food and dishes	—	—
Material safety data sheets readily available for employees' use	—	—
Pest control certificates available	—	—
Electrical cords and plugs in good repair and grounded	—	—
Panel box covers unobstructed and kept closed	—	—

HAZARD ASSESSMENT CHECKLIST

Use with WAC 296-800-160 Personal Protective Equipment (PPE)

This checklist can help you do a hazard assessment to see if employees need to use personal protective equipment (PPE). You can make copies or develop a form that is appropriate to your workplace.

Some work activities are more hazardous than others. This list can help identify those activities that may create hazards for your employees. Read through the list, putting a check next to any word that describes an activity in your workplace. We've grouped the activities according to what part of the body might need PPE.

Eyes Work activities: <table border="0"> <tr> <td><input type="checkbox"/> abrasive blasting grinding</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> sanding</td> </tr> <tr> <td><input type="checkbox"/> chopping hammering</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> sawing</td> </tr> <tr> <td><input type="checkbox"/> cutting intense</td> <td><input type="checkbox"/> light/welding</td> <td><input type="checkbox"/> other:</td> </tr> <tr> <td><input type="checkbox"/> drilling punch press</td> <td><input type="checkbox"/> operations</td> <td></td> </tr> </table> Work related exposure to: <table border="0"> <tr> <td><input type="checkbox"/> airborne dust</td> <td><input type="checkbox"/> splashes</td> <td><input type="checkbox"/> other:</td> </tr> <tr> <td><input type="checkbox"/> flying particles blood</td> <td><input type="checkbox"/> hazardous chemicals</td> <td>liquid</td> </tr> </table>				<input type="checkbox"/> abrasive blasting grinding	<input type="checkbox"/>	<input type="checkbox"/> sanding	<input type="checkbox"/> chopping hammering	<input type="checkbox"/>	<input type="checkbox"/> sawing	<input type="checkbox"/> cutting intense	<input type="checkbox"/> light/welding	<input type="checkbox"/> other:	<input type="checkbox"/> drilling punch press	<input type="checkbox"/> operations		<input type="checkbox"/> airborne dust	<input type="checkbox"/> splashes	<input type="checkbox"/> other:	<input type="checkbox"/> flying particles blood	<input type="checkbox"/> hazardous chemicals	liquid
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Hands

Work activities such as: baking

☐

☐ cooking hammering

☐

material handling

Work

☐

related

☐

use of computers

☐

use of knives

☐

other:

exposure to: blood

☐ irritating chemicals

tools or materials that

☐ could scrape, bruise, or cut

☐☐

other:

Inhalation or

Work activities such as:

☐ cleaning

☐

compressed

gas

☐

mixing

sawing

pouring

☐

other:

air

☐☐

operations

other: ☐ irritating dust

☐

Work related exposure to:

☐ extreme heat/cold

Hearing

☐ Work activities

☐ such as:

☐ generators

☐

grinding

☐

routers sawing

☐

machining

☐

punch or brake

☐

presses use of

☐☐

conveyors other:

☐☐

☐ Work related

exposure to: loud

noises

loud work environment

☐

noisy machines/tools

☐

other: ☐ punch

or brake presses

Skin

Work activities such as:

☐ baking or frying

☐

battery charging

☐

Work related exposure to:

☐

sawing

☐

☐ chemical splashes

☐

extreme heat/cold

☐

sharp or rough edges

Your name: _____

Name of your workplace: _____

Workplace address: _____

Dates of Hazard Assessment for PPE: _____

SAFETY COMMITTEE MINUTES FORM

Date: _____

Location: _____

Start Time: _____ am/pm (circle)

Roll Call (members and non-members present)

_____	_____
_____	_____
_____	_____
_____	_____

Review Minutes of Previous Meeting (see attached)

☐ Approved w/out amendment(s)

☐ Approved w/amendment(s) – describe amendment _____

Chairperson Report (briefly describe)

Monthly Safety Training Topic (briefly describe actual training covered)

Accident/Incident Review Committee Report

Unfinished Business

Inspections & Corrections

Inspections and Policy reviews due at next month's meetings

1.

2.

3.

New Business

Next meeting date & time (to be determined at meeting)

End Time: _____

am/pm (circle)

NEW EMPLOYEE SAFETY ORIENTATION TRAINING CHECKLIST

Name: _____ Date: _____ Supervisor: _____

_____ Date: _____

Checklist of orientation items:

- ☐ Elements of the company safety program, policy and procedures.
- ☐ Function of the safety committee and committee members.
- ☐ Job specific safety rules.
- ☐ How, when, and where to report injuries/incidents.
- ☐ Hazard awareness: how to identify and report unsafe conditions.
- ☐ Fire and emergency evacuation plan ☐ Location and use of fire extinguishers.
- ☐ Location of first aid supplies.
- ☐ Hazard Communication Program (Chemical safety).
- ☐ Location and use of MSDS's and emergency eyewash/shower facility.
- ☐ Personal Protective Equipment: location, care and proper usage ☐ Safe lifting practices, work-related Muscular Skeletal Disorder Syndrome.
- ☐ Horseplay, housekeeping, safety through professionalism.
- ☐ Workers Compensation: transitional duty is available for work-related injuries/illnesses.
- ☐ Informed about all machinery hazards and if < 18 years of age instructed of prohibited duties.
- ☐ Provided any formal training required to do job such as proper lifting, use of knives, grill and fryer operation, spill clean-up etc.
- ☐ Additional Safety Items as needed

I acknowledge that the above safety items were discussed with me. I understand all the above information that has been presented to me and will bring forward to my supervisor any questions that arise. I accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Employee: _____

Place into employee file

REPORTING INJURIES

Employee's name _____ Date _____

Employer _____ Trainer _____

Employee Responsibilities:

- Immediately report any incident or near miss to their supervisor.
- Complete incident report and returns it to their supervisor as soon as possible.
- Cooperate with their supervisor during the incident investigation process.
- Follow treatment plan prescribed by their treating physician.
- Provide required forms to their physician for completion and return all completed forms to their supervisor within 24 hours of the appointment.
- If modified duty is prescribed by their treating physician, agree to cooperate with supervisor and facility.
- When working a modified duty position, agree to comply with all restrictions in an effort to recover and rehabilitate from their work-related injury.

Manager/Supervisor Responsibilities:

- To provide first aid (if a minor injury), transport to preferred medical provider, or call emergency medical assistance (911) if life threatening.
- Assist employees with completing incident report immediately following report of incident. If the injured employee is severely injured, complete all other forms, completing the employee's incident report when they return from the medical provider.
- Investigate the incident, and complete the supervisor's incident report. Fax to ERNWest at (877) 717-0590.
- Provide temporary modified-duty work if the injured employee is unable to return to full-duty work. Review the return-to-work instructions with the employee and insure both the supervisor and employee sign the form.
- Fax any additional forms or medical information to ERNWest at (877) 717-0590 upon receipt. May e-mail to Claims Manager if agreed to in advance.
- Ensure there is communication and paperwork flow with the person responsible for workers' compensation within the organization, both within the facility and at the corporate office when applicable.

EMERGENCY RESPONSE

Employee's name _____ Date _____

Employer _____ Trainer _____

Circle Potential Hazards:

- | | |
|----------------|-----------------------------|
| • Earthquakes | • Volcano |
| • Floods | • Customer Violence |
| • Storms | • Injuries/Hospitalizations |
| • Power Outage | • Other: _____ |
| • Tsunami | • Other: _____ |
| • Fire | |

Emergency Contact Numbers:

Name: _____

Contact Number: _____

Name: _____

Contact Number: _____

Name: _____

Contact Number: _____

Emergency Coordinator/Contact Person:

Name: _____

Contact Number: _____

Name: _____

Contact Number: _____

Rally Point:

EMPLOYEE EXPOSURE INCIDENT CONSENT FORM

An exposure incident means that a specific mouth, eye, other mucus membrane, non-intact, or parenteral contact with blood or other body fluids has occurred as a result of your employment. Our company has a blood borne pathogens post exposure policy, which has been developed to protect you, the worker, to the full extent of our ability.

The most common blood borne pathogen is HBV (Hepatitis B Virus). You can greatly reduce the possibility of developing Hepatitis B, even if the blood to which you were exposed to carried this pathogen, by receiving a series of vaccinations. The first shot in the series must be given within 24 hours of the exposure. We will arrange for this vaccine series for you at no cost and would strongly encourage you to receive it.

The HIV (Human Immune Virus), which causes the disease AIDS, is a major concern whenever a person is exposed to another's blood. Because there is no known cure for this disease, it is extremely important you have a medical evaluation, testing, counseling and follow-up to assure you have not been exposed. A baseline blood sample needs to be drawn and tested for HIV immediately and at no cost, in order to document that you are disease free at this time.

We will arrange for your evaluation and provide you with the written recommendations from the health care provider. We will request a blood test from the blood source individual. They do have a right to refuse and also have a right to privacy, so it is important you do not discuss the incident in any way which might violate the individual's rights. Our safety officer will work closely with you to assure the needed procedures are carried out.

We strongly recommend the above steps be taken. You do have the right to refuse these recommendations, but they are required by law to be available for your protection.

Initial those that apply:

___ I am aware I have been exposed to blood and there is the potential for disease transmission.

___ I give permission for the above to be done and the results made available to my employer.

They are confidential and will be used to document my rights.

Name (print): _____

Signature: _____

Witness: _____

Date: _____

NON-EXPOSURE INCIDENT CONSENT FORM

I am aware that having administered first aid for a blood spill entitles me to receive the vaccination series for Hepatitis B. This is provided by our company policy to prevent the spread of blood borne pathogens.

I am aware there is no cost to me for this vaccine series.

I am aware the first dose must be administered within 24 hours of the exposure, in order for the vaccine to be effective in preventing potential disease as a result of this incident

Initial those that apply:

___ Although I realize I might have been exposed to potential risk, I do not wish to have the vaccination at this time.

___ I have already completed HBV immunization and have provided proof of this immunization.

I will receive the first immunization dose within 24 hours of exposure and will receive the two follow-up doses as scheduled by the medical provider.

Name (print): _____

Signature: _____

Witness: _____

Date: _____

BLOOD SOURCE CONSENT FORM

Secondary to your injury a fellow employee has been exposed to your blood and any blood borne diseases you might have. Many of these diseases can be carried with no outward signs or symptoms of illness. Although you feel healthy, it is possible for you to have or give to others a blood borne disease. We are requesting that you have a simple blood test at no cost to you.

The test can provide your co-worker with peace of mind if it is negative. It would also allow him/her if positive, to receive appropriate medical treatment to prevent illness or prevent its spread to others.

The results of this test will be given to the exposed worker's health care provider, will stay in confidential company records and will be included on a written evaluation to be given to the exposed worker. The exposed worker will be instructed to keep information confidential.

We thank you for your assistance in providing this service. Please initial below for permission or refusal for this blood to be drawn.

Initial those that apply:

☐ I am willing to be tested for blood borne pathogens. Please release the results to the contact person at my company to be used in facilitating the treatment of any workers exposed to my blood.

☐ I refuse to be tested.

Name (print): _____

Signature: _____

Witness: _____ Date: _____

CUT PREVENTION

Employee's name _____ Date _____

Employer _____ Trainer _____

Cuts can be caused by any of these:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Knives | <input type="checkbox"/> Glassware |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Preparation areas |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Cleaning equipment |
| <input type="checkbox"/> Counters | <input type="checkbox"/> Dishes |
| • Utensils | |

You must observe the following safety rules to prevent cuts:

- For safe cutting and chopping, use only designated cutting areas.
- Follow all proper training procedures when operating equipment.
- Make sure cutting blades are sharp.
- Discard broken or chipped glassware.
- Stay off slopes too steep for safe operation
- After cleaning, make sure all guards and safety devices are back in place.
- Place a tag on any defective or unsafe equipment and immediately inform your supervisor.
- Manufacturer's instruction manuals are available for review by all employees.
- Do not operate equipment if you feel sick or drowsy. (Remember, some cold remedies can make people feel sleepy.)
- Do not place hands near the edge of cutting blades. Make sure you can always see both hands and all fingers and the cutting blades.
- Do not try to catch falling objects, especially knives.
- Do not place knives in soapy dishwater and make sure they are always visible. ☐
Do not try to clean or "just brush something off" a moving part, such as cutting blades or beaters in mixers.
- Do not try to cut anything in a slicer once it becomes too thin. Use a knife to finish cutting.
- Do not wear loose or frayed clothing, gloves or jewelry that can become caught in the moving machine.
- When in doubt, always ask your supervisor.

BURN PREVENTION

Employee's name _____ Date _____

Employer _____ Trainer _____

Burns and scalds can be caused by any of these:

- | | |
|---|---|
| <input type="checkbox"/> Stoves | <input type="checkbox"/> Pressure cookers |
| <input type="checkbox"/> Toasters | <input type="checkbox"/> Cooking pots |
| <input type="checkbox"/> Toaster ovens | <input type="checkbox"/> Hot dishwashers |
| <input type="checkbox"/> Ovens | <input type="checkbox"/> Hot foods |
| <input type="checkbox"/> Hot utensils | <input type="checkbox"/> Microwaves |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Boiling hot liquids | |

You must observe the following safety rules to prevent burns and scalds:

- Turn off stoves when not in use.
- Assume all pots and metal handles are hot. Touch only when you are sure they are not hot or when wearing proper gloves.
- Organize your work area to prevent contact with hot objects and flames.
- Keep pot handles away from hot burners.
- Make sure handles of pots and pans do not stick out from counter or cooking stove.
- Use oven mitts that are provided and long gloves for deep ovens.
- Use only recommended temperature settings for each type of cooking.
- Follow manufacturer's operating instructions. Manuals are available through your supervisor. ☐
Open hot water and hot liquid faucet slowly to avoid splashes.
- Lift lids by opening away from you.
- Wear long-sleeved cotton shirts and cotton pants.
- Report any faulty equipment to your supervisor.
- Food items for frying should be placed in the basket first, then lowered into hot oil, rather than dropping food directly into the oil.
- Use rollers for moving large vats.
- Allow grease to cool before transporting, filtering or disposing.
- Two people are to be used for changing and disposing of grease, due to heavy lifting.
- Do not stand on hot fryer to clean ventilation components or filters. Use a ladder or stepstool.
- Do not overfill pots, pans or fryers.
- Do not leave metals spoons in pots and pans while cooking.
- Do not spill ice or water in hot oil.
- Do not overstretch to reach an uncomfortable distance.
- Do not open cookers and steam ovens while they are under pressure. ☐ Do not lean over pots of boiling liquids.
- Do not leave a not electric element or gas flame of stove "on" when not in use. ☐
Remember, foods removed from the microwave continue to cook.
- When in doubt, always ask your supervisor.

SLIP & FALL PREVENTION

Employee's name _____ Date _____

Employer _____ Trainer _____

Slips and falls can be caused by any of these:

- Slippery and cluttered floors and □ Defective ladders and foot stool stairs
- Poor visibility
- Loose or bumpy carpets and floor mats
- Improper shoes
-

You must observe the following safety rules to prevent slips and trips:

- Report any tripping or slipping hazards to your supervisor immediately.
- Keep floors and stairs clean, dry and non-slippery.
- Keep floors and stairs clear of debris and obstructions.
- Report any lighting inadequacies and replace any burned out bulbs and fluorescent tubes as soon as possible.
- Make sure mats and carpeting are free of holes and bumps that may cause tripping.
- Use warning signs for wet floors and other obstacles.
- Make sure stepladders are in good repair and have non-skid feet.
- Never stand on the top step of a stepladder.
- Do not use defective ladders.
- Do not use chairs, boxes or tables as substitutes for ladders.
- Do not leave oven, dishwasher or cupboards doors open. These may present a tripping hazard for you or your co-workers.
- Follow shoe policy if there is one.
- When in doubt, always ask your supervisor.

ELECTRICAL HAZARD PREVENTION

Employee's name _____ Date _____

Employer _____ Trainer _____

Electrical hazards can be caused by any of these:

- Faulty electrical tools and equipment
- Switch panels
- Faulty appliances and wiring
- Electric transformers
- Electrical outlets

You must observe the following safety rules to prevent electrical hazards:

- Inspect equipment, cords and fittings for damage prior to use. Notify your supervisor immediately for any repairs or replacements.
- Turn equipment OFF before connecting to a power supply and before making any adjustments.
- Make sure cords do not create a tripping hazard.
- When unplugging equipment, pull on the plug not on the cord.
- Keep cords away from heat, water and oil. These can damage the insulation and cause a shock.
- Do not use electric tools in wet conditions or damp locations.
- Do not clean electric equipment with flammable or toxic solvents.
- Do not carry electrical tools by the power cord.
- Do not tie power cords in knots.
- Do not plug several power cords into one outlet.
- When in doubt, always ask your supervisor.

HAZARDOUS CHEMICAL COMMUNICATION

Employee's name _____ Date _____
Employer _____ Trainer _____
List of Hazardous Chemicals:

_____	_____
_____	_____

The supervisor has reviewed the following information with the employees:

- The purpose of the hazardous communication standard, review list of hazardous chemicals found above.
- Supervisor has reviewed labeling system and location of Material Safety Data Sheets.
- Showed employee of eyewash and emergency 1st aid station.
- Reviewed required personal protective equipment (PPE) requirements.

FIRE SAFETY

Employee's name _____ Date _____

Employer _____ Trainer _____

Types of Fire Extinguishers and Suppression Systems:

- | | |
|---|--|
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Kitchen Hood Suppression System |
| <input type="checkbox"/> Overhead Fire suppression system | <input type="checkbox"/> Other _____ |

The supervisor has reviewed the following information with the employees:

- Location of all portable fire extinguishers and fire suppression systems.
- Review policy for combating fires.
- Discussed the proper methods of using the fire extinguisher using (PASS) method
 - Pull the pin
 - Aim at base of fire
 - Squeeze Handle
 - Sweep back and forth
- Reviewed inspection procedures
 - Do not block
 - Make sure extinguisher has been inspected monthly
 - Gage indicates extinguisher is ready for use

LADDER SAFETY

Employee's name _____ Date _____

Employer _____ Trainer _____

Ladder Hazards:

- Ladders with missing or broken parts
- Using a ladder with too low a weight rating
- Using a ladder which is too short for the purpose
- Using metal ladders near electrical wires
- Using ladders as a working platform
- Ladders that are not positioned properly
- Objects falling from ladders

Inspections: Inspect ladders before each use. Check to see that:

- No wet or slippery treads or rungs. All rungs and treads are free of oil, dirt, and ice.
- No loose, broken or missing parts. All fittings, bolts and screws are tight.
- Spreaders or other locking devices are in place and undamaged.
- Non-skid safety feet are in place and operable.
- No structural defects exist, all support braces are intact.
- Check ladder rating – does it match the intended use.
- Non-metal side rails when working around electricity.

Ladder Use:

- Never allow more than one person on a ladder.
- 3-point grip on the ladder at all times.
- Climb slowly – keep weight centered between side rails.
- Do not carry heavy/bulky items or tools in your hands or up and down the ladder.
- Stand below top two rungs of a stepladder.
- Stand below top four rungs of an extension ladder.
- Do not lean out from the ladder in any direction.
- Do not allow anyone to work under a ladder in use.
- When ascending or descending a ladder, face the ladder.
- Ladders placed in doorways or walkways should be barricaded or guarded.
- If employees work from special hanging ladders, the employees should be protected from falling. A safety line, safety belt and lanyard, or safety harness should be used.
- Metal ladders are not to be used where there is a possibility of electrical contact.

PERSONAL PROTECTIVE EQUIPMENT SAFETY

Employee's name _____ Date _____

Employer _____ Trainer _____

Circle Required PPE:

- ☐ Cut Resistant Gloves
- ☐ Safety Glasses
- ☐ Splash Goggles
- ☐ Shoes
- Oven Gloves

- ☐ Aprons
- ☐ Sleeves
- ☐ Other: _____
- ☐ Other: _____

Supervisors: have the primary responsibility for implementing and enforcing PPE use and policies in their work area.

- Conduct workplace hazard assessments to determine the presence of hazards, which necessitate the use of PPE.
- Provide appropriate PPE and make it available to employees.
- Review, update, and conduct PPE hazard assessments on an annual basis.
- Maintain records on hazard assessments.
- Provide training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE and maintain records.
- Review, update, and evaluate the overall effectiveness of PPE use, training, and policies.
- Ensure that defective or damaged PPE is immediately disposed of and replaced.

Employees: the PPE user is responsible for following the requirements of the PPE policies.

- Properly wear PPE as required.
- Attend required training sessions.
- Properly care for, clean, maintain, and inspect PPE as required.
- Inform the supervisor of the need to repair or replace PPE.
- Employees who repeatedly disregard and do not follow PPE policies and rules will fall under the discipline policy.

WORKPLACE VIOLENCE

Employee's name _____ Date _____

Employer _____ Trainer _____

Workplace violence is violence or the threat of violence against workers. It may range from threats and verbal abuse to physical assaults and even homicides. This can range from employee to customer violence. Employers have the primary responsibility for protecting the safety and health of their workers.

Tips to reduce workplace violence:

- **Keep** the cash register closed when not in use.
- **Keep** cash register in line of sight of other employees.
- **Do not** count cash in front of customers.
- **Help** establish and follow lock-up procedures such as all employees should leave the workplace at the same time.
- **Know** how to report and log incidents of threats or violence.
- **Use** the safety plan when dealing with unsatisfied customers, robbery, or theft.
- **Keep** the back doors locked unless you are receiving a delivery.
- **Provide** for exit route doors from the inside of a building at all times without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors. See OSHA Design and Construction Standard requirements for exit routes.
- **Design and implement** a violence prevention program, specific for your establishment. The plan should indicate how employees should notify local law enforcement agencies in case of an emergency.
- **Contact** your local Police Department for safety tips.
- **Train** employees to follow the safety plan when dealing with unsatisfied customers, or an emergency such as a robbery or theft.
- **Instruct** employees in reporting and logging incidents of threats or violence.
- **Post** signs saying, "No more than \$30 in cash register at all times." Limit available cash on hand to discourage theft.
- **Install** a panic button under the counter to quickly notify the police in case of a robbery.
- **Increase** workplace security by installing video surveillance, extra lighting around dimly lit areas (such as trash dumpsters and parking lots), alarm systems, door detectors, or bullet-resistant barriers where appropriate.
- **Install** height markers to help employees identify the height of suspects.
- **Use the "buddy system"** when jobs require employees to be outside after dark. Also, provide an escort for anyone who has a shift that ends late and must walk through a dark parking lot to their vehicle.
- **Assess** staffing needs at high-risk areas and times.

- **Install** drop safes to limit the amount of cash on hand.
- **Keep** the back doors locked and set regular times for deliveries. Use panic bars on exit doors so they can be locked but employees can safety exit if they need to.

CREW LEADER MEETING SAFETY SIGN-IN FORM

Location: _____

Safety Topic Discussed:

Employee Signatures:

Date: _____