ACCIDENT PREVENTION PROGRAMS (APP)

APP REQUIRED SECTIONS

- Identify workplace hazards that could cause injuries
- Written plans to reduce or eliminate those hazards
- Instructions for reporting injuries, unsafe conditions, and first aid locations
- A detailed safety orientation to employees so that they understand the possible hazards of their particular job and how to work safely
- A Safety Committee
- Use and care of Personal Protective Equipment
- Emergency procedures and evacuation
- Instructions for Hazardous Communications (including safety Data Sheet management)
AN EFFECTIVE APP
Steps to Take
• Mitigation measures – remove or reduce risk impact
• Record keeping – equipment, training, maintenance
• Backup systems – cloud computing
• Review plans and update
• Accident investigations – review incidents and make changes where appropriate

SUPERVISOR RESPONSIBILITIES
New Employees
• Job Specific Hazard Training
• Personal Protective Equipment
• Safety Data Sheets
• Equipment training
• SafeSchools modules based on job class
• APP site specific sections

Claims
• Employee Incident Reports (EIR) – know where to find them, how to fill them out, and help educate your employees on this process
• Near misses – the EIR is for incidents and can also be used for near misses. The near misses help identify areas for improvement before an injury happens.

EMPLOYEE INCIDENT REPORTS (EIR)
Supervisor Responsibilities
• Filing a claim – know where to find the EIR, how to fill them out, and help educate your employees on the claims process.
• Near misses – the EIR is for incidents and can also be used for near misses. The near misses help identify areas for improvement before an injury happens.
# JOB HAZARD ANALYSIS (JHA)

<table>
<thead>
<tr>
<th>Task or Step</th>
<th>Hazards</th>
<th>Controls</th>
<th>PPE</th>
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</thead>
<tbody>
<tr>
<td>Cleaning Floors</td>
<td>Slips, trips, and falls</td>
<td>Traction</td>
<td>Non-slip footwear</td>
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<tr>
<td>Changing Light Bulbs</td>
<td>Falling from a ladder</td>
<td>Right ladder for the task</td>
<td>Proper footwear, protective eye wear</td>
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<tr>
<td>Cleaning Rain Gutters</td>
<td>Slips, trips, and falls</td>
<td>Proper tools &amp; equipment</td>
<td>Safety equipment</td>
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<tr>
<td>Roof Repairs</td>
<td>Slips, trips, and falls</td>
<td>Fall Protection Work Plan</td>
<td>Fall protection system, long sleeves, gloves</td>
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<tr>
<td>Ladder, lift, &amp; lockout training</td>
<td>Falling from a ladder</td>
<td>Safety watch</td>
<td>Safety equipment, proper foot wear</td>
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<td>Safety monitor</td>
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<td>Correct tools for the job</td>
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<td>Long sleeves and pants</td>
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