

## Accident prevention program

### **WAC 296-800-140 Accident prevention program.**

**Your responsibility:** To establish, supervise, and enforce an accident prevention program (APP) that is effective in practice. (You may call this your total safety and health plan).

<b><i>You must meet the requirements</i></b>	<b><i>in this section</i></b>
Develop a formal, written accident prevention program (APP)	<a href="#">WAC 296-800-14005</a>
Develop, supervise, implement, and enforce safety and health training programs that are effective in practice	<a href="#">WAC 296-800-14020</a>
Make sure your accident prevention program (APP) is effective in practice	<a href="#">WAC 296-800-14025</a>

### **WAC 296-800-14005 Develop a formal, written accident prevention program.**

You must:

- Develop a formal accident prevention program that is outlined in writing. The program must be tailored to the needs of your particular workplace or operation and to the types of hazards involved.

*Note: The term “accident prevention program” refers to your written plan to prevent accidents, illnesses, and injuries on the job. Your accident prevention program may be known as your safety and health plan, injury prevention program, or by some other name.*

You must:

- Make sure your Accident Prevention Program contains at least the following elements:
  - A safety orientation:
    - ◆ A description of your total safety and health program.
    - ◆ On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
    - ◆ How and when to report on-the-job injuries including instruction about the location of first-aid facilities in your workplace.
    - ◆ How to report unsafe conditions and practices.
    - ◆ The use and care of required personal protective equipment (PPE).
    - ◆ What to do in an emergency, including how to exit the workplace.

- ◆ Identification of hazardous gases, chemicals, or materials used on-the-job and instruction about the safe use and emergency action to take after accidental exposure.
- A safety and health committee (WAC 296-800-130)

**Helpful Tool: Additional Program Requirements Table.** The table will help you determine additional programs, plans, and other related requirements that might be needed beyond your accident prevention program (your total safety and health plan). If you are required to have additional written programs or procedures, they can be included in your accident prevention program or covered in supplemental documents. You can find a copy of this table in the Resource Section of this book.

**WAC 296-800-14020 Develop, supervise, implement, and enforce safety and health training programs that are effective in practice.**

You must:

- Develop, supervise, implement, and enforce training programs to improve the skill, awareness, and competency of all your employees in the field of occupational safety and health.
- Make sure training includes on-the-job instruction to employees prior to their job assignment about hazards such as:
  - Safe use of powered materials-handling equipment such as forklifts, backhoes, etc.
  - Safe use of machine tool operations
  - Use of toxic materials
  - Operation of utility systems

**Helpful Tool: Training Documentation Form.** The sample Training Documentation Form can help you verify in writing that each employee who needs training has received and understood it. You can find a copy of this sample form in the Resource Section of this book.

**WAC 296-800-14025. Make sure your accident prevention program is effective in practice.**

You must:

- Establish, supervise, and enforce your accident prevention program in a manner that is effective in practice.

**Helpful Tool: Report of a Workplace Hazard Form.** Your employees are encouraged to use this form to help carry out the Accident Prevention Program in your workplace. You can find a copy of this form in the Resource Section of this book.