



Written Accident Prevention Program

**SAMPLE**

# Table of Contents

**\*\*\*\*DOES NOT INCLUDE ALL ACCIDENT PREVENTION POLICIES\*\*\*\***

Management Commitment to Safety & Health WAC 296-800-100. . . . .	3
Manager & Supervisor Responsibilities WAC 296-800-110. . . . .	3
Employee Responsibilities WAC 296-800-120. . . . .	4
Incident Reporting & Recordkeeping Policy WAC 296-27. . . . .	5
New Employee Safety Orientation Training Checklist WAC 296-800. . . . .	7
First Aid Response & Eyewash Policy WAC 296-800-150. . . . .	8
Employee Safety Committee Policy WAC 296-800-130. . . . .	9
Emergency Disaster Plan WAC 296-24 Part G-1. . . . .	10
Fire Safety Policy 296-800-300. . . . .	13
Hazard Communication /Global Harmonization Standard . . . . .	14
Personal Protective Equipment Policy WAC 296-800-160. . . . .	15
Hazard Assessment Checklist. . . . .	18
Late Night Retail WAC 296-832-300. . . . .	20
Lockout/Tagout Program WAC 296-800-280. . . . .	22
Compressed Gas Cylinders Program WAC 296-24 Part-K. . . . .	25
Machine Guarding Policy WAC 296-806. . . . .	27
Ladder Safety Policy WAC 296-800-290. . . . .	28
Bloodborne Pathogens Policy WAC 296-823. . . . .	30
Bloodborne Pathogens Consent Forms. . . . .	34
Forklift Policy WAC 296-863. . . . .	37
Motor Vehicle Safety WAC 296-865. . . . .	48

# Management

## Commitment to Safety and Health

**[Company Name]** 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 company wide 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.

---

***[Signed and dated by senior management]***