



November 15, 2013

Acme, Company
123 Front Street
Seattle, WA 98403
Dear Joe,

I would like to thank you and John Smith for your time last week. You were both cooperative and helpful during our walkthrough. Below I have provided recommendations from my visit. If you have questions about this report; or if you need a safety resource, please do not hesitate to contact me directly.

1. **Written Accident Prevention Program**- WAC 296-800-140- LNI requires all employers to have a written accident prevention plan that is effective in practice. Your Bellevue location does not have a written program. Your written accident prevention program should include Disaster Plan, Electrical Safety, Hazardous Communications, Fire Safety, Late Night Retail, Basic Safety Rules, Forklifts, Ladder, etc. You can use the templates that I provided back in the fall to complete this requirement. Print off the policies that pertain to this location and make changes so it is specific to your Bellevue location. Place policies into a 3-ring binder and put book in a centralized location. If you have questions please let me know.
2. **Safety Committee**- WAC 296-800-130- LNI requires employers with 11 or more employees to have a functioning safety committee with written minutes. <http://lni.wa.gov/wisha/rules/corerules/HTML/296-800-130.htm> The safety committee MUST have elected employees and MUST be made up of more employees than management. You are also required to document and post meeting minutes. If you need help finding topics for your safety meeting, you can use the WFI resource library to download topics <http://www.wa-food-ind.org/moreaboutwfi.html> You can also use the ERNWest safety committee outline to document your meetings. If you have questions about this let me know.
3. **OSHA 300 Logs** – WAC 296-27-CFR 1904- The federal and state governments require all business with 11 or more employees that are not restricted from the recordkeeping requirements keep a valid OSHA 300 log. This MUST be signed by the highest ranking company official and posted up for all employees to see from February 1st to April 30th the following year.
4. **Daily Forklift Inspections**- WAC 296-863-30010- You MUST inspect all Powered Industrial Trucks per the manufactures guidelines and daily before putting into service. Your warehouse forklift had a daily inspection sheet attached to the forklift, but it was not filled out. LNI requires all powered industrial trucks be inspected daily to check for potential hazards. This should be conducted by the forklift operator or someone from an outgoing, oncoming shift or other person/s designated to conduct the inspection.

5. **Safety Orientation Program**- WAC 296-800-140 – Part of your written accident prevention plan is to include a safety orientation for all new employees. This should be conducted before the employee begins work in your store. You MUST document that the employee received safety orientation. This should be placed into the employees file. The orientation doesn't have to be elaborate, but should include site specific safety issues such as, emergency evacuation procedures, reporting accidents, forklift safety, cuts, 1st-Aid Stations, ladder safety, etc. A good time to conduct the safety orientation is right after employees sign their tax forms.
6. **Eye protection near battery charger**- WAC 296-800-16050; 296-800-15030- Employees are working near battery charging stations where there is the potential for battery acid to splash into the eyes. Employees are required to have safety goggles and eyewash station while working around corrosive materials. Eyewash station MUST be in close proximity to flush eyes from corrosive material.

You may want to purchase a mounted eyewash station that comes in squeeze bottles. This can be placed on the wall near the charging station. This will not bring you up to compliance, but it will provide adequate eyewash until the employee can make it to a permanent eyewash station which is hands free, provides 0.4 gallons of water per minute for 15minutes or more of continuous flow. Call if you have questions about this.

7. **Cooler Cut Hazard**- Cooler door had metal paneling peeling off creating a cut hazard. This should be fixed or softened to prevent employees from being cut while moving product in and out of cooler.



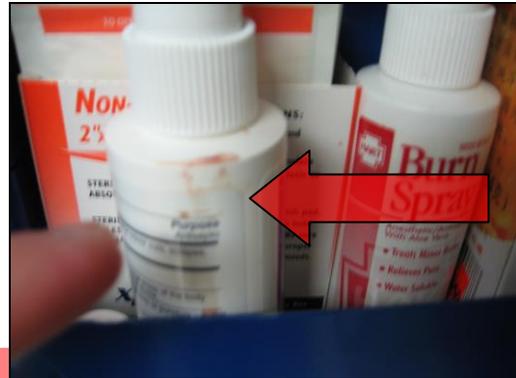
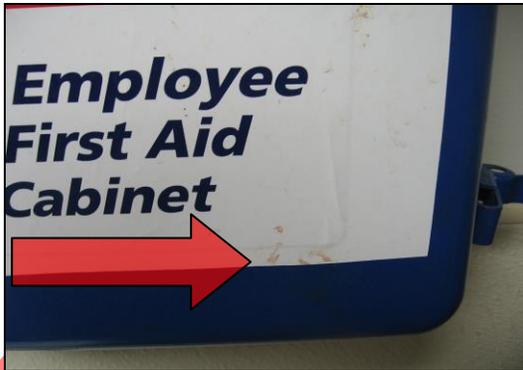
8. **Baler Lock Engagement Latch**- The baler door latch does not properly engage creating a hazard when lifting gate. When you lift the front gate the door should latch causing the door to stay open, however when the gate is raised the gate sometimes drops down which can create a pinch hazard for fingers and hands. Maintenance should fix baler door so door operates properly.



9. **Cooler Light Cover**- WAC 296-24-95609- Light bulb in cooler did not have protective cover. Light bulbs that are within 7 ft from the work surface **MUST** have cover. This is to protect workers and food from glass shards in the event something bumps into the light.



10. **Bloodborne Pathogen Program-** WAC 296-823- Blood was found outside and inside the break room first aid kit. Employees should be trained on the hazards of exposed blood and how to clean blood up after a cut. Blood exposure can lead to bloodborne illnesses such as Hepatitis and HIV.



11. **Ice Build-up on Freezer Floor-** Ice on freezer floor can create slip and trip hazards. Ice build-up can be due to energy loss from poor insulation. Ice build-up on floor should be monitored and cleaned when possible to eliminate this hazard.





12. **Eyewash Station**-WAC 296-800-15030- Eyewash station MUST be provided if you have chemicals that are a strong irritant, corrosive, or toxic chemical. Some of the chemicals on your cleaning wall may meet this definition. Your forklift battery charger also has possibility of eye exposure. Check with the MSDS and see what the requirements for eyewash are. If you do have chemicals that could damage the eye you will need an eyewash station which meets **ANSI 358.1-2004** standards. Make sure you ask the manufacture to make sure it meets the ANSI standards. Below are the requirements for eyewash stations:

- a. Eyewash station that irrigates and flushes both eyes simultaneously while the user holds their eyes open.
- b. Eyewash with an on-off valve that activates in one second or less and remains on without user assistance until intentionally turned off.
- c. That delivers at least 0.4 gallons (1.5 liters) of water per minute for fifteen minutes or more.

Here are some examples of eyewash stations that will meet your needs



<http://www.bradleycorp.com/products/safety/drenchhose/viewproduct.jsp?pgid=1096>

<http://www.bradleycorp.com/products/safety/pedestal/viewproduct.jsp?pgid=1146>

<http://www.bradleycorp.com/products/safety/wall/>

If you have additional questions or need additional resources please do not hesitate to contact me directly. ERNwest looks forward to working with you and your team.

Sincerely,

Michael Octave MS, GSP
Employer Resources Northwest
Regional Loss Control Manager
Phone: 253.237.0812

Workplace safety is vital to keeping a workforce healthy. The key to keeping costs at a reasonable level in Washington State is to prevent injuries from occurring in the first place. By implementing the recommendations we have outlined, we are not guaranteeing that injuries will not occur, but we believe that with these items in place, they will give you a better chance at preventing costly claims. ***Our loss prevention service is advisory only and we assume no responsibility for management or control of customer safety activities nor for implementation of recommended corrective measures.*** This report is based on information supplied by the client and/or observations of conditions and practices at the time of the visit. We have not tried to identify all hazards. We do not warrant that requirements of any federal, state or local law, regulation or ordinance have or have not been met.