Nonprofit Safety Hero

Using the APP App, an Accident Prevention Program Document Generator

Executive directors, program directors, volunteer managers: We want to talk with you about how you keep your people safe and healthy. You're busy moving your mission forward in all sorts of important ways. You also have the responsibility to plan for the unexpected. For example, imagine if a fire broke out in your food pantry. All of a sudden you had to make sure your teammates got out of the building in time.

Who is volunteering today? It sure would be helpful to remember, so that you can account for everyone as the fire department shows up. What is your system for knowing who is in the building?

Or imagine a valued staff member who works all day loading boxes at the end of the day. You look over and you see him holding his back.

What happened?

Maybe someone cuts their finger with a box cutter. A volunteer finds them scrambling to cover the wound. Where is that first aid kit when you need it? Fire. Back Injuries. First aid kit. How many other questions might pop up in the course of our work?

The good news is that all of these questions have answers. Those answers are important to write down, so your colleagues don't have to figure things out in the moment.

As it turns out, it is also the law in Washington State that organizations have a written safety and health plan. This is called an Accident Prevention Program, or APP. Your Accident Prevention Program lists key safety and health topics and your organization's response to them. APPs look different based on the work you do. An APP for a food pantry would be different from an APP for a food warehouse, because of the equipment you use.

At this point, you might be feeling overwhelmed. You're doing so much every day. This is one more thing to be thinking about. No fear, Nonprofit Safety Hero is here. The Washington Food Coalition, in partnership with the Safety and Health Investment Program, has created a tool to make the writing of an Accident Prevention Program easier for you.

Introducing the APP App!

The APP App is a Microsoft Word document generator. You enter information into a web form. When you submit it, we email you a fully editable Word document that you can customize and make your

own. Start by going to the Nonprofit safety Hero Website, www.NonprofitSafetyHero.com. Once you are there, read the website. There are other important resources available to you to help you get ready to answer the Accident Prevention Program questions.

When you are ready to start your accident prevention program, click on the "Go to the APP App button." You can also scroll down to the "Create a Plan with the APP App" button. Both lead you to the same place. Fill out the web form. If you need to skip a question, don't worry. You can't save your information as you go along, but you'll be able to edit the Word document later when you are done.

Click the button at the bottom. Watch your email for the Word document. Download that document and save it to your computer. This is a good time to add details to the Word document, including maps or diagrams. Remember, this is the start of your accident prevention program. It is up to you to add information and keep it up to date.

Why not put updating your APP on your organizational calendar? Don't forget to share your APP with others. Your ability to keep everyone safe and healthy depends on everyone knowing the plan.

One more thing. Don't forget to celebrate! You accomplished something important.

You work every day to make sure our neighbors have fresh and healthy food to eat. Let's make sure you, your colleagues and your volunteers stay safe and healthy as you achieve your mission.

The Accident Prevention Program is one way that you do that. We are cheering you on.