YOUR ACCIDENT PREVENTION PROGRAM STARTS HERE

Washington state law requires your nonprofit organization to have a **written Accident Prevention Program.** It's a straightforward document that answers a series of questions. Use these prompts and start writing yours today!

Name and address of organization:

Tip: Make sure *everyone* knows how to give detailed directions in case of a 911 call.

Each new employee will be given a safety orientation by:

The law requires every organization to talk about safety.

❒ We have 10 or fewer people. We are required to talk about safety regularly in general meetings.

❒ We have 11 or more people. We are required to have a safety committee that meets regularly and keeps minutes.

Name of safety committee chair or coordinator:

Every organization must have a safety bulletin board. It displays information to help keep people safe, such as: Accident Prevention Program, WISHA posters, safety meeting agenda/minutes, accident reporting forms, emergency phone list, location of first aid kit, evacuation map, and more.

Our Safety Bulletin Board is located:

IN CASE OF INJURY

Where is the first aid kit?

Where is the list of emergency phone numbers?

Who is trained in first aid? Who is trained in CPR?

Who should an injury be reported to?

Nearest hospital:

Nearest urgent care:

IN CASE OF FIRE: Get out, stay out, and call 911.

Where are the fire extinguishers?

Who has fire extinguisher training?

Is there a fire alarm? Circle one: Yes ◯ No ◯

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Every organization and location is different!

To help you create **your custom version of the Accident Prevention Program**, we're providing a list of suggested topics below. Use the rest of the page to address the ones that apply. **Add additional pages as needed.**

- ☐ What to do in an earthquake
- ☐ Where the emergency shutoffs are located
- ☐ Where to gather after an earthquake
- ☐ What to do in the event of violence or an active shooter
- ☐ Name of person responsible for drills or preparation in case of violence or active shooter
- ☐ Personal Protective Equipment (PPE)
- ☐ Food Safety
- ☐ Driving/Vehicle Operation
- ☐ Burns and Scalds
- ☐ Medications or Hazardous Substances
- ☐ Safe Lifting
- ☐ Slips and Falls
- ☐ Electrical Hazards
- ☐ Cut Prevention/Knife Safety
- ☐ Heavy Equipment Use

Safety topic 1:

Safety topic 2:

Safety topic 3:

If I see hazards or unsafe practices, who should I report them to?

Thank you for being a NONPROFIT SAFETY HERO

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