

Adult Family Home Industry Worker Safety Awareness Program

Module 2: Washington State Information on

Accident Prevention Programs, Safety Meetings, & Training

Washington State L&I Requirements & Information

Washington State Industrial Safety and Health Act (WISHA)

Adult Family Home Industry Worker Safety Awareness Program

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These documents do not replace any standard or regulation and create no new legal obligations. They are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace.

Purpose Of The Safety Awareness Program

- **Assist Adult Family Home Industry employers, supervisors, and all workers in recognizing key safety hazards in their work environment and help them avoid and control these hazards**
- **Outcome: Create a safer work environment and significantly reduce injuries in Adult Family Homes**

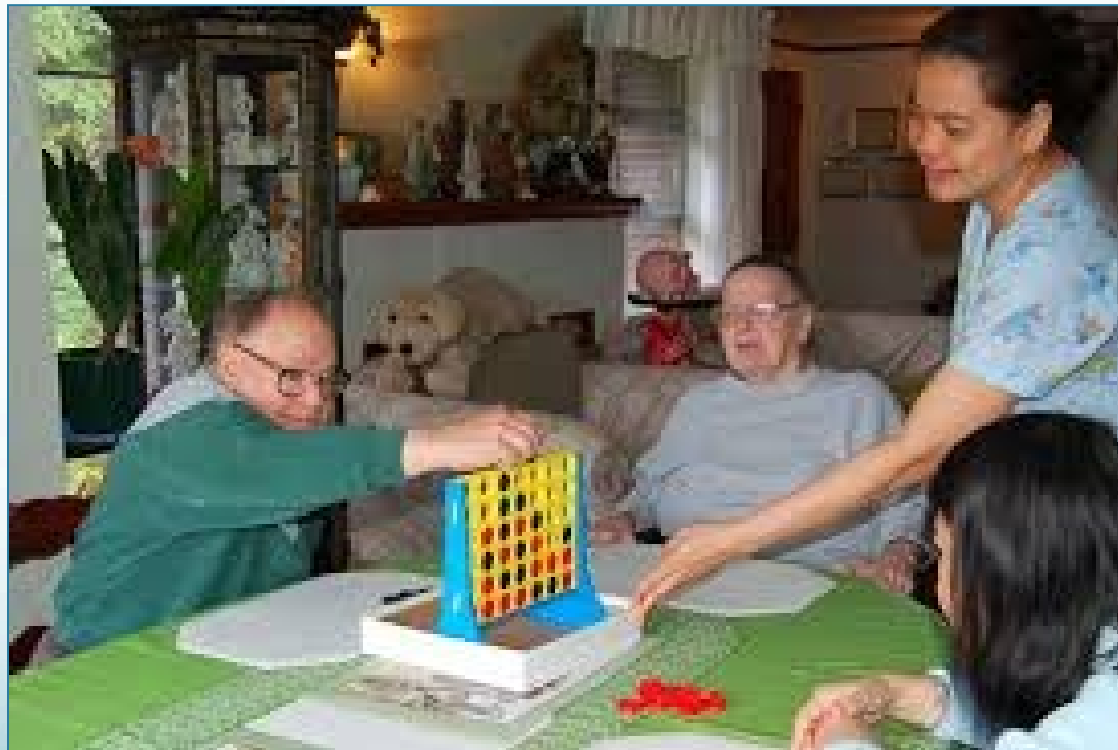




Course Objectives

- **Accident Prevention Programs, Safety Meetings, & Training**
 - ❖ Understand Washington state WISHA requirements for accident prevention programs, safety meetings, & safety training
 - ❖ Learn how to build an accident prevention program
 - ❖ Identify resources to help you implement & maintain your accident prevention programs, safety meetings, & training sessions

Module 2A: Accident Prevention Programs



Do you have a written Accident Prevention Program for your adult family home?

If yes, is it successful in preventing workplace injuries & illnesses?



Get to know your
**Accident
Prevention
Plan**



WISHA Accident Prevention Program Requirements



Every employer in Washington state is required to create a written Accident Prevention Program to address the safety and health hazards found in their workplace

- Many employers view their accident prevention program as the cornerstone of their safety efforts
 - ❖ Sometimes referred to by the initials “APP”



What Is A Written Accident Prevention Program?

- A written Accident Prevention Program is your plan for preventing workplace injuries & illnesses at your adult family home
 - ❖ **All employers, regardless of size, must have a written Accident Prevention Program**
 - ❖ Identifying hazards is the first step to creating an Accident Prevention Program
(See OSHA Training Module 2 on Accident Prevention Planning & Hazard Recognition)
 - ❖ You must establish, supervise, & enforce your program to ensure it is effective in practice



Accident Prevention Program Elements 1



- You must develop a formal written program tailored to your business including a **safety orientation** with:
 - ❖ An on-the-job overview of what workers need to know to perform their initial work duties safely
 - ☐ An updated safety overview must also be given when a worker's job changes
 - ❖ A general overview of your safety & health program including information on your required safety meetings or committee
 - ❖ How & when to report workplace injuries & how to report unsafe conditions & work practices



Accident Prevention Program Elements 2



- You must develop a formal written program tailored to your business including a **safety orientation** with:
 - ❖ The location of first aid facilities, including the location of first aid kits
 - ❖ The use & care of personal protective equipment & other safety tools such as gloves, lifting equipment, etc.
 - ❖ What to do in an emergency (fire, earthquake, etc.), including how to safely exit the workplace
 - ❖ Information on how to identify hazardous chemicals, medications, or substances used on the jobsite including instructions for the safe use & emergency actions to take in case of exposure



What Else Might I Need In My Accident Prevention Program?

- Depending on the hazards in your workplace, you may also need to create additional written elements for specific hazards
 - ❖ A workplace violence prevention program is recommended for most adult family homes
 - (See training module 7 on workplace violence)
 - ❖ A bloodborne pathogens exposure control plan and/or chemical hazard communication program are needed for most adult family homes
 - (See training module 2 on accident prevention planning & hazard recognition and module 5 on bloodborne pathogens)
 - ❖ A hazardous drug control plan may be needed by some adult family homes if hazardous drugs are administered in the home or if residents are given hazardous drugs during treatment- such as chemotherapy
 - (See training module 6 on hazardous drug handling)



Accident Prevention Program Resources



- Resources available to help include:
 - ❖ Job hazard analysis information
 - ❑ The AFHC's OSHA Training Module 2 on Accident Prevention Planning & Hazard Recognition
 - ❑ L&I's [Job Hazard Analysis PowerPoint](#) training
 - ❖ L&I's [Workplace Hazard Basics](#) online training course for identifying hazards
 - ❖ Written safety program templates & sample plans
 - ❑ See the Adult Family Home Council's [online model Accident Prevention Program](#) under member resources for an industry-based plan that you can customize to meet the needs of your home
 - ❑ [L&I sample plans](#) require customizing in order to meet requirements



Accident Prevention Program Quiz

Question 1



- **True or False, small employers, with 10 or fewer employees, are exempt from requirements to have a written Accident Prevention Plan**
 - A. True
 - B. False

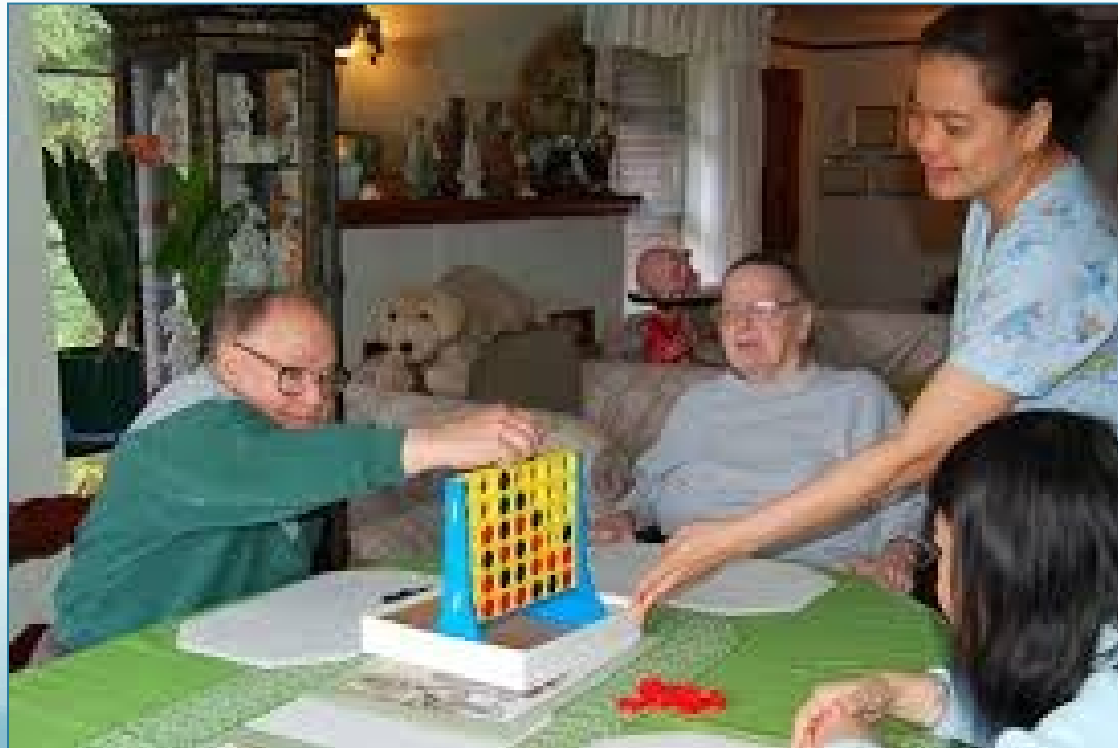
Accident Prevention Program Quiz

Question 2



- **Your written Accident Prevention Plan must include:**
 - A. An inspection checklist for identifying unsafe working conditions
 - B. A list of fines for employees when they make mistakes
 - C. An on-the-job overview of what workers need to know to perform their initial work duties safely
 - D. Information on how to keep residents safe

Module 2B: WISHA Safety Committee & Safety Meeting Requirements



Safety Committees & Meetings



- All employers must have either a safety committee or safety meetings

If you have	then:
10 or fewer employees	You may choose to have Safety Meetings instead of having a Safety Committee
11 or more employees on the same shift at the same location	You must have a Safety Committee
11 or more employees, but they work on different shifts & there are 10 or fewer on each shift	You may choose to have Safety Meetings instead of having a Safety Committee
11 or more employees, but they work in widely separate locations & there are 10 or fewer at each location	You may choose to have Safety Meetings instead of having a Safety Committee

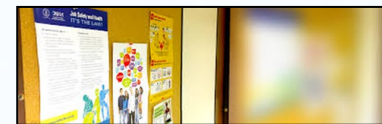
Safety Meeting Requirements & Resources

- **For 10 or fewer employees at one location**

- ❖ Must meet at least monthly
- ❖ Must include all employees plus at least one person representing management
- ❖ No formal documentation required beyond writing down who attended & topics discussed
- ❖ Model used by most adult family homes

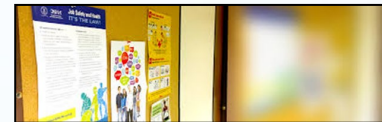
- **Resources for safety meetings**

- ❖ L&I's [Safety Committees and Meetings](#) publication
 - ☐ Includes a sample format for safety notes or minutes
- ❖ L&I's online safety training videos & other materials found at: <https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training>



Safety Committee Requirements

- **For 11 or more employees at one location**
 - ❖ A safety committee may be used by smaller employers instead of safety meetings
 - ❖ Safety committees must have both employee-elected & employer-selected members
 - ❑ Must be as many or more employee-elected members as the employer-selected ones
 - ❑ Select members that represent different parts of the organization
 - ❑ The committee must have an elected chairperson
 - ❖ The committee determines meeting frequency & location
 - ❖ Meetings must be recorded & minutes prepared for each safety committee in the organization
 - ❑ Must preserve records & minutes for at least one year
 - ❑ Records must be available for inspection by L&I staff



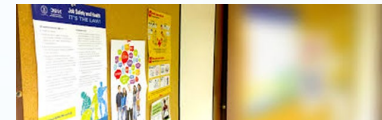
Safety Meeting Topics

- **Both safety committees & meetings must cover the following topics:**

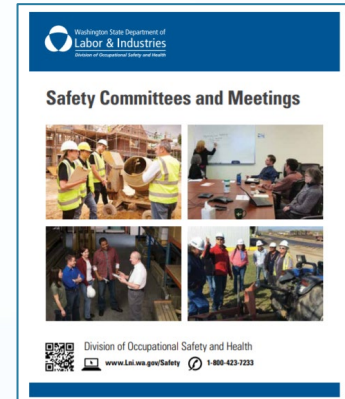
- ❖ Review safety & health inspection reports to help correct safety hazards
- ❖ Evaluate accident investigations to determine if the unsafe situation was identified & corrected
- ❖ Evaluate your workplace accident prevention program & discuss the need for improvement
- ❖ Document attendance
- ❖ Write down subjects discussed

- **Other recommended topics**

- ❖ Safety meetings may be a good place to conduct safety & health training
- ❖ Periodically use part of your safety meeting time to inspect your home for hazards or ways to improve your program



Tips For Safety Meetings



- **Make your meetings effective:**

- ❖ Prepare ahead of time

- ❑ Pick topics relevant to safety issues at your home
 - Ideas from recent safety walk-arounds
 - Review reports of accidents or near misses
 - Use the time to provide needed training

- ❖ Make the meetings active & creative

- ❑ Ask other staff for topic ideas
- ❑ Take turns leading discussions & providing training
- ❑ Include resources such as safety handouts & videos
- ❑ Consider using hands-on activities like safety drills or demonstrations on how to safely select, inspect, & use equipment
- ❑ Consider inviting guest speakers such as L&I consultants, local fire department, law enforcement representatives, or equipment representatives who can provide training on how to safely use & maintain lifts, etc.

Safety Meeting Resources

- **Safety Videos & Training Programs:**
 - ❖ L&I Safety Committees and Meetings brochure: <https://lni.wa.gov/forms-publications/F417-043-000.pdf>
 - ❖ L&I safety videos and training materials page: <https://lni.wa.gov/safety-health/safety-training-materials/>
 - ☐ Helpful information covering a wide range of topics
 - ❖ L&I Safety Posters & Publications page <https://lni.wa.gov/safety-health/safety-training-materials/safety-posters-publications>
 - ☐ Posters, brochures, & stickers on many topics
 - ❖ L&I Employer's Guide to Hazard Communication Rule brochure: <https://lni.wa.gov/forms-publications/F413-012-000.pdf>
 - ❖ OSHA Training Requirements & Resources page: <https://www.osha.gov/dte/library/>
 - ❖ Healthcare Worker Safety Videos on YouTube: https://www.youtube.com/results?search_query=healthcare+worker+safety++videos



WISHA Safety Committee & Safety Meeting Requirements

Quiz Question 1



- **If you have 10 employees or fewer at one location:**
 - A. You must have a Safety Committee
 - B. You must have quarterly all-staff Safety Meetings
 - C. You are exempt from Safety Meeting and Safety Committee requirements
 - D. You may choose to have Safety Meetings instead of having a Safety Committee

WISHA Safety Committee & Safety Meeting Requirements

Quiz Question 2



- **If you have 10 or fewer employees at one location and choose to have safety meetings, you are required to have them at least:**
 - A. Once per month
 - B. Once per quarter
 - C. Once per year
 - D. Twice per year

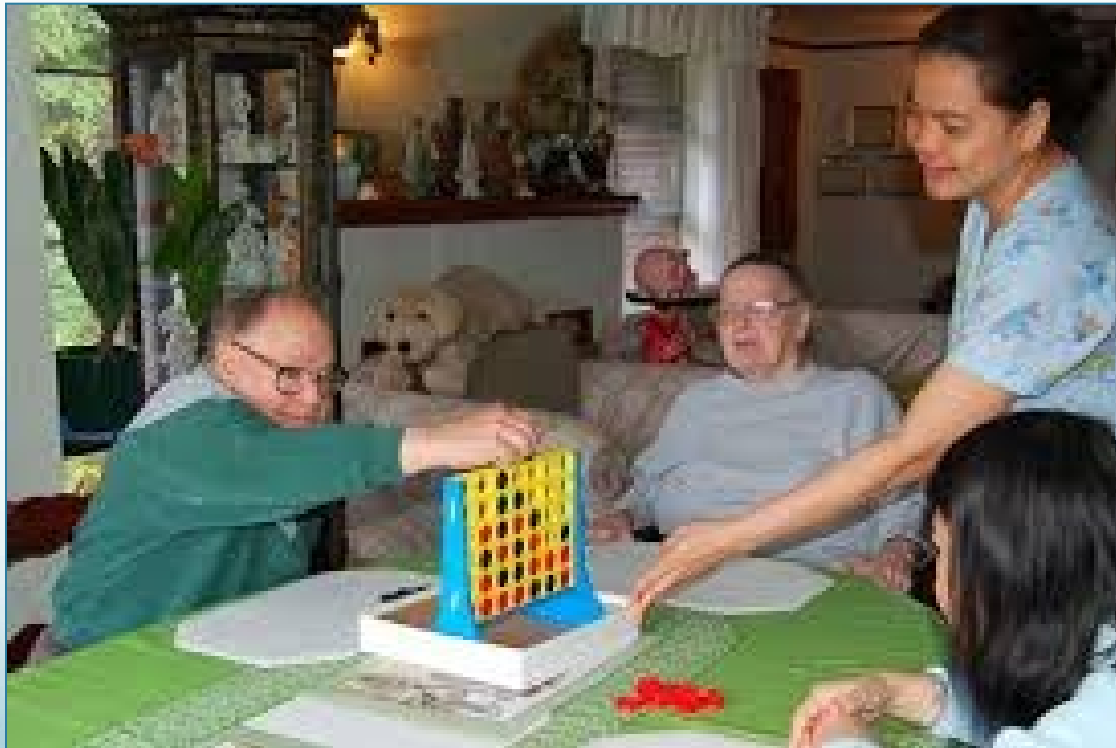
WISHA Safety Committee & Safety Meeting Requirements

Quiz Question 3



- **For both safety committees & safety meetings you must:**
 - A. Review any safety & health inspection reports or accident investigations to help correct safety hazards
 - B. Evaluate your workplace accident prevention program & discuss the need for improvements
 - C. Document attendance
 - D. Write down subjects discussed
 - E. All of the above

Module 2C: L&I Safety & Health Training Requirements



WISHA Training Requirements

- Employers must develop, supervise, implement, & enforce safety & health training programs that are effective in practice
 - ❖ It is not enough to have just a written plan that isn't being followed or doesn't adequately cover the hazards in your adult family home
 - ❖ Your training plan must improve the skills, awareness, & competency of all employees in workplace safety & health
 - ❖ You must make sure training includes on-the-job instruction for employees before they start a new job and prior to any new assignment on how to safely prevent or avoid any hazards they might encounter



Required Training Topics



- **Examples of necessary training include:**

- ❖ The safe use of mechanical or powered equipment such as Hoyer lifts, sit-to-stand devices, etc.
- ❖ The safe use of resident assistance tools such as gait belts, slide boards, geri chairs, etc.
- ❖ How to safely use toxic materials including cleaning supplies & hazardous medications
- ❖ Requirements for lifting, bloodborne pathogens, workplace violence, & other likely hazards
- ❖ An on-the-job orientation showing employees what they need to know to safely perform their assignments before they start a new job or when duties change



WISHA Training Requirements

Quiz Question 1



- **True or False: An employer can meet all training requirements under the WISHA act by including a training requirement for employees in their written accident prevention program that requires employees to undergo an initial safety orientation when they are newly hired**
 - A. True
 - B. False

WISHA Training Requirements

Quiz Question 2



- **Which of the following is an example of required training for workers in the adult family home industry:**
 - A. The safe use of mechanical or powered equipment such as Hoyer lifts, sit-to-stand devices, etc.
 - B. The safe use of resident assistance tools such as gait belts, slide boards, geri chairs, etc.
 - C. How to safely use toxic materials including cleaning supplies & hazardous medications
 - D. Requirements for lifting, bloodborne pathogens, workplace violence, & other likely hazards
 - E. All of the above

Request A Consultation



- To request a free & confidential safety consultation, contact Washington state's Department of Labor & Industries' DOSH Consultation Program by:
 - ❖ Calling 360-902-5554
 - ❖ Going to L&I's Request Consultation webpage: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/>
- If you disagree with the results of a consultation, ask to speak to the consultant's supervisor to request a review

Consultation Services (No-fee assistance)

*Helping you find and fix safety
and health hazards*



Overwhelmed or confused by safety
and health regulations? Concerned
about workers' compensation costs?
Our professional consultants can
help you find solutions.

 Washington State Department of
Labor & Industries
Division of Occupational Safety and Health



Questions?



For questions or additional information about these educational materials, contact the Washington state Adult Family Home Council at 1-888-439-8999 or at their [website](#).

Quiz Answers 1



Accident Prevention Program

- **Quiz question 1:**
True or False, small employers, with 10 or fewer employees, are exempt from requirements to have a written Accident Prevention Plan
 - ❖ B is the correct answer
(False)
- **Quiz question 2:**
Your written accident prevention plan must include:
 - ❖ C is the correct answer
(An on-the-job overview of what workers need to know to perform their initial work duties safely)

Quiz Answers 2



WISHA Safety Committee & Safety Meeting Requirements

- **Quiz question 1:**
If you have 10 employees or fewer at one location:
 - ❖ D is the correct answer
(You may choose to have Safety Meetings instead of having a Safety Committee)
- **Quiz question 2:**
If you have 10 or fewer employees at one location and choose to have safety meetings, you are required to have them at least:
 - ❖ A is the correct answer
(Once per month)
- **Quiz question 3:**
For both safety committees & safety meetings you must:
 - ❖ B is the correct answer
(Evaluate your workplace accident prevention program & discuss the need for improvements)

Quiz Answers 3



WISHA Training Requirements

- **Quiz question 1:**

True or False: An employer can meet all training requirements under the WISHA act by including a training requirement for employees in their written accident prevention program that requires employees to undergo an initial safety orientation when they are newly hired plan

- ❖ B is the correct answer
(False)

- **Quiz question 2:**

Which of the following is an example of required training for workers in the adult family home industry:

- ❖ E is the correct answer
(All of the above)