



WORKER SAFETY AWARENESS PROGRAM

MODULE 2 ADDITIONAL STATE INFORMATION: ACCIDENT PREVENTION PROGRAMS, SAFETY MEETINGS, & TRAINING

Module Two Additional State Information: *Accident Prevention Programs, Safety Meetings, & Training* provides basic information about how to develop effective accident prevention programs in adult family homes. The Washington State Department of Labor & Industries requires adult family homes to have a written accident prevention program to reduce the chances of workplace injuries and illnesses in the industry. The required elements of a written accident prevention program are outlined, including the need for a safety orientation for new employees, requirements for safety meetings or committees, and training requirements. A model written accident prevention program, which will be available on the Adult Family Home Council's website, has also been developed, including sections that cover basic safety and health requirements, a model workplace violence prevention program, model bloodborne pathogens program, model chemical hazard communication program, and model hazardous drug handling program.

Grant Project Goal:

The Adult Family Home Council (AFHC) believes that introducing a first-of-its-kind, industry specific, safety awareness training program will significantly reduce worker injuries in adult family homes.

Background:

The AFHC received a grant from the Safety and Health Investments Projects (SHIP) Program, Washington State Department of Labor & Industries for \$175,000 to develop training and education materials for a worker safety awareness program specific to the adult family home (AFH) industry. Claims data from the Washington State workers' compensation system shows that workers are getting hurt in the AFH industry. There were over 12,000 reported injury claims, including over 100 serious injuries, from 2012 through 2016 in the risk class that includes adult family home businesses. In order to help prevent future injuries, an AFH Worker Safety Awareness Review Committee has been established to oversee development, upkeep, and implementation of worker safety awareness training and education materials specific to the AFH industry.

Training Topics Included in this Module:

1. Accident Prevention Programs
 - a. All employers in Washington State are required to have a written accident prevention program
 - b. What is a written accident prevention program?
 - c. Safety orientations
 - d. Other accident prevention program elements
 - e. Accident prevention program resources
 - f. Safety committee & safety meetings requirements
 - g. Washington State safety training requirements



Training Module Objectives:

- 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

Target Audience:

The target audience includes the owners and operators of the 2,900 adult family homes in Washington and their approximately 14,000 employees. By definition, adult family homes are small businesses located in residential homes, each with unique challenges. The AFHC is committed to supporting and helping adult family homes succeed.

Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

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MODULE 2 ADDITIONAL STATE INFORMATION CHECKLIST: ACCIDENT PREVENTION PROGRAMS, SAFETY MEETINGS, & TRAINING:

- Every employer in Washington State is required to have a written accident prevention program (APP) to address safety & health hazards in their workplace
 - No exemption for small employers
 - After creation, you must supervise & enforce your plan to ensure it is effective in practice
 - A model adult family home written accident prevention program will be available on the Adult Family Home Council website. You must customize the model program to meet the needs of your adult family home.
- Your program must include a safety & health orientation to help workers perform their jobs safely
 - You must provide the orientation for all new employees
 - You must also provide an updated orientation for an employee if their job changes in a way that exposes them to new risks (such as a new assignment, a change in policies or procedures, or the addition of new tools or equipment)
- Your safety & health orientation must include:
 - A general overview of your safety & health program
 - Information on required safety meetings or safety committee (if you have a committee)
 - How & when to report workplace injuries
 - How to report unsafe working conditions or unsafe work practices
 - Where first aid facilities are located, including the location of first aid kits
 - The use and care of personal protective equipment and other safety equipment used in your home
 - What to do in an emergency (fire, earthquake, etc.)
 - Including your procedures for how to safely exit the home
- You may need additional safety & health programs depending on the risks in your adult family home
 - Most adult family homes need a workplace violence prevention program (See module 7 on workplace violence prevention for more information)
 - Most adult family homes need a bloodborne pathogens exposure control plan (See module 5 on bloodborne pathogens for more information)
 - Many adult family homes need a chemical hazard communication program if hazardous chemicals (such as many cleaning supplies) or hazardous drugs are found in the home (See module 2 for more information on hazard communication requirements for dangerous chemicals)
 - Some adult family homes need a hazardous drug control plan if hazardous drugs are found or administered in the home or if residents are undergoing chemotherapy or other treatments that may expose workers to the effects of hazardous drugs (See module 6 for more information on hazardous drug handling requirements)
- All employers must have either a safety committee or safety meetings

- Safety committees are required if you have 11 or more workers in one location
- Monthly all-staff safety meetings may be used in place of a safety committee for employers with 10 or fewer workers in a single location
 - A safety committee may also be used if you have 10 or fewer workers- it is your choice
 - Most adult family homes choose to use monthly all-staff safety meetings
- If you use monthly all-staff safety meetings:
 - You must meet at least monthly
 - The meeting must include all employees plus at least one person representing management
 - You must record the date, attendees, and topics discussed
- If you choose to have a safety committee
 - Required for adult family homes with 11 or more workers at one location
 - May be used by smaller employers in place of safety meetings
 - Must have both employee elected & employer selected members
 - Must be at least as many employee elected members as management selected members
 - Members should represent different parts of the business
 - 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 record the date, attendees, & topics covered
 - Meeting records must be preserved for at least one year
 - Records must be available for inspection by L&I staff
- Both safety meetings & safety committees 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
- Other suggested safety meeting or committee topics include:
 - Safety & health training
 - Periodically using part of your safety meeting time to inspect your home for hazards or opportunities to improve your program
- Tips for making your safety 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.
- Washington State 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:
 - 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
- Request a [consultation](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/) from the Washington State Department of Labor & Industries at <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/> or by calling 360-902-5554

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MODULE 2 ADDITIONAL STATE INFORMATION RESOURCE LIST: ACCIDENT PREVENTION PROGRAMS, SAFETY MEETINGS, & TRAINING:

- L&I Request Consultation Page for information on how to get free safety & health assistance: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/>
- L&I Accident Prevention Program (APP) webpage: <https://lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/accident-prevention-program>
- L&I Sample Safety Programs & Plans: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/sample-safety-programs-plans>
- L&I Job Hazard Analysis PowerPoint Training: <https://wisha-training.lni.wa.gov/training/presentations/JHA.pps>
- L&I Workplace Hazard Basics video training: <http://wisha-training.lni.wa.gov/training/articulate/hazardbasics/story.html>
- L&I Workplace Safety Program Templates & Sample Plans: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/accident-prevention-program#sample-app-templates>
- L&I Safety Meetings & Committees Publication: <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/>
- L&I Online Safety & Health Video Training Library by Topic: <https://lni.wa.gov/safety-health/safety-training-materials/online-safety-training>
- L&I Safety Posters & Publications page <https://lni.wa.gov/safety-health/safety-training-materials/safety-posters-publications>
- L&I Employer's Guide to Hazard Communication Rule brochure: <https://lni.wa.gov/forms-publications/F413-012-000.pdf>
- OSHA Safety and Health Plan Outline sample document: <https://www.oshatrain.org/pdf/shpplan.pdf>
- OSHA Training Requirements & Resources page: <https://www.osha.gov/dte/library/>
- OSHA Job Hazard Analysis Publication: <https://www.osha.gov/Publications/osha3071.pdf#page=50>
- OSHA Evacuation Plans and Procedures eTool: https://www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html
- YouTube Healthcare Worker Safety Videos: https://www.youtube.com/results?search_query=healthcare+worker+safety++videos



- Washington State University Environmental Health & Safety Accident Prevention Program: <https://ehs.wsu.edu/workplace-safety/accident-prevention-program/>

State & Federal Requirements & Standards

- WAC 296-800-140 Accident Prevention Program Requirements: <https://apps.leg.wa.gov/WAC/default.aspx?cite=296-800-140> (State accident prevention program requirements)
- Chapter 296-901 WAC GLOBALLY HARMONIZED SYSTEM FOR HAZARD COMMUNICATION (State Chemical Hazard Communication Requirements): <https://app.leg.wa.gov/wac/default.aspx?cite=296-901>
- Chapter 296-823 WAC OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS: <https://apps.leg.wa.gov/WAC/default.aspx?cite=296-823> (State bloodborne pathogen requirements)
- WAC 296-27 Recordkeeping and Recording: [WAC 296-27 Recordkeeping and Recording](#) (State recordkeeping requirements)
- WAC 296-27-01119 Labor & Industries Forms: <https://apps.leg.wa.gov/WAC/default.aspx?cite=296-27-01119> (Includes recordkeeping privacy requirements)
- WAC 296-62-500 Hazardous drugs: https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-62.pdf#WAC_296_62_500 (State hazardous drug safety & health requirements)
- L&I DOSH Directive 13.00 Emergency Washing Facilities: <https://www.lni.wa.gov/dA/91cf4ac7fc/DD1300.pdf> (Includes L&I guidance on emergency eye wash stations including sample pictures of both plumbed and standalone devices that meet requirements)
- American National Standards Institute ANSI Z358.1 Emergency Eyewash and Shower Standard: <https://blog.ansi.org/2018/07/emergency-eyewash-station-shower-ansi-z358-1/#gref> (The eyewash standard used by both federal OSHA and L&I DOSH requirements)
- OSHA Federal Bloodborne Pathogen & Needlestick Requirements: <https://www.osha.gov/SLTC/bloodbornepathogens/standards.html>
- Centers for Disease Control & Prevention (CDC) and National Institute for Occupational Safety & Health (NIOSH) Bloodborne Pathogen Standard: <https://www.cdc.gov/niosh/docs/2009-111/default.html>
- OSHA Federal Hazard Communication Standard, (1910.1200): <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>



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