

DAIRY SAFETY TOOLKIT

Accident Prevention Plan

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Every employer in Washington State is required to create a written Accident Prevention Program (APP) to address the safety and health hazards found in their workplace. Having an accident prevention program or plan is part of the WAC 296-307-030. Lack of a written APP is one of the top safety violations during LNI dairy safety inspections. Creating a comprehensive plan, and regularly revising its content improves safety and ensures compliance.

Here are some of the requirements for an effective safety plan. You can also use this document to establish clear expectations of your employees around issues of safety, harassment prevention and communication.



What are the required elements of accident prevention?

1. You must instruct all employees in safe working practices at the beginning of employment. Your instruction must be tailored to the types of hazards to which employees are exposed. Include here all workplace policies and expectations that employees must adhere to.
2. You must develop a written accident prevention program tailored to the needs of your agricultural operation and to the types of hazards involved.
3. Your accident prevention program must contain at least the following elements:
 - a. How, when, and where to report injuries and illnesses, and the location of first-aid facilities.
 - b. How and to whom to report unsafe conditions and practices.
 - c. The use and care of personal protective equipment.
 - d. What to do in emergencies, including fire and earthquakes. See WAC 296-307-35015 for emergency action plan requirements.
 - e. Identification of hazardous chemicals or materials and the instruction for their safe use.
 - f. An on-the-job review of the practices necessary to perform job assignments in a safe and healthful manner.
4. At least once a month, you must conduct a walk-around safety inspection of active job sites, the materials and equipment involved, and operating procedures. A representative chosen by employees must be invited and allowed to accompany you.

Note

Additional requirements in Part G-1, [WAC 296-307-097](#), Outdoor heat exposure, may apply. Employers may address their outdoor heat exposure safety program either in their written accident prevention program (APP) or as a stand-alone written document. See Part G-1.

Accident Prevention Program (APP) Sections

- 1) About your farm and your approach to safety.
- 2) Description of the APP including roles and responsibilities of owners and employees.
 - Include safety rules for employees.
 - Where, when, how and to whom to report injuries and unsafe work conditions.
- 3) On-site emergencies:
 - Location of first aid facilities / Employees with first-aid/CPR training.
- 4) Emergency response, and how to exit the workplace.
 - Add an evacuation map and plan for fire or earthquake emergency.
 - Training how to use a fire extinguisher.
- 5) Identification of hazards at this location, chemical hazard identification mandatory.
 - **Chemical hazards:** Information of the on-site chemical hazard communication program.
 - **Confined spaces**
 - **Animals handling practices**
 - What to do in case of accidental exposures or other emergencies.
- 6) Use and care of required personal protective equipment (PPE).
- 7) Description of your on-the-job training program
- 8) Monthly walk-around
 - At least once a month with an employee representative invited.

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