L & I Safety - Employer Guide

PRACTICAL TOOLS FOR EMPLOYERS AND WORKING MANAGERS



Inspection readiness, commonly cited issues and a practical meeting system.

Built for a real workplace conversation

Use these materials to examine a current task, hear worker concerns and record what will change. The series supports Washington safety awareness, inspection readiness and useful safety meetings. It does not determine every rule that applies to your industry or task.

What is included

- Twelve written topics with worked examples, inspector/evidence prompts and teach-back questions.
- Printable meeting kits, a fillable workbook, readiness tools and meeting/action records.
- Eight educational posters plus links to the free official Washington L&I notices.
- Paid-member academy certificates after self-study acknowledgement and knowledge checks.

Use the right evidence for the right purpose

An academy certificate documents the named learner's self-study and quiz completion. Use actual attendance and meeting records to document participation. Retain separate mandated task training, practical evaluation and authorization records. A certificate alone does not prove that a safety meeting occurred.

YourAILedger educational self-study completion only. Not issued or approved by Washington L&I or OSHA; not proof of employer-meeting attendance, a license, mandated task qualification, practical evaluation or equipment authorization.

Start with the operation, then choose the rule route

WORKPLACE SAFETY LEARNING



Washington DOSH safety awareness, primarily general industry; construction, agriculture and specialized tasks require their own applicable rules.

Choose the participation route and cadence required for your actual industry, staffing, shifts and locations. A twelve-topic planner is not a universal legal schedule.

A practical first-month setup

- First: identify the industry, work locations, shifts, hazards and the appropriate worker-participation route.
- Next: locate the APP, specific programs, required notices, current training and injury-recordkeeping decisions.
- Then: review actual conditions with workers and assign protective/corrective actions with owners and verification.
- Finally: run the relevant meeting or committee review, record the real discussion and verify whether conditions changed.

Do not lose the distinction

Meeting attendance/topics, committee minutes, task qualifications and an academy self-study certificate serve different purposes. You may attach an earned learner certificate to a relevant meeting record when that person also participated, but retain the actual participation evidence. These materials do not require an employer to purchase a certificate to hold a meeting.

Choose a relevant topic

01 What L&I Inspectors Look For

02 Safety Meetings, Committees and Useful Records

03 A Written Accident Prevention Program That Matches the Work

04 Chemicals: Written Program, Labels, SDS and Training

05 PPE: Assess the Hazard Before Choosing Protection

06 Electrical Hazards, Machine Guards and Hazardous Energy

07 Exit Routes, Fire Readiness and First Aid

08 Slips, Trips, Ladders and Fall-Protection Decisions

09 Forklifts, Loading Areas and Pedestrian Separation

10 Injury Reporting, Records and Near-Miss Follow-Through

11 Heat, Smoke and Specialized Hazard Triggers

12 Citations, Correction and a Meeting System That Improves

Frequently cited rules - use the right data

WORKPLACE SAFETY LEARNING



Federal fiscal year 2025 (October 2024 - September 2025) | All industries excluding construction and agriculture

01 Safety meetings and committees

02 Chemical hazard communication

03 Personal protective equipment

04 Accident prevention program

05 Basic electrical rules

06 Portable fire extinguishers

07 First aid

08 Asbestos-related requirements

09 Emergency exits and alarms

10 Powered industrial truck operator training

These are most-cited rule categories, not a ranking of fine amounts. They are priorities to review, not a complete list of applicable rules.

Construction has a different list, including its APP, falls, first-aid training, ladders and excavation-related rules. Choose the actual industry breakdown rather than transferring this ranking to every worksite.

Official references

L&I most-cited rules, federal fiscal year 2025
https://www.lni.wa.gov/safety-health/safety-rules/top-10-rule-violations

WAC 296-900-14010: monetary penalties
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-14010

Meetings or committee? Choose before scheduling

WORKPLACE SAFETY LEARNING



General-industry safety meetings

The meeting option is available for the rule's smaller-group and specified different-shift or widely separated-location situations. It is monthly and includes a management representative. Record actual attendees and topics. Review inspection reports, accident investigations and prevention-program improvements.

General-industry safety committee

Eleven or more employees on the same shift at the same location requires the committee route. Employee-elected members must equal or outnumber employer-selected members. The committee elects a chair and determines its meeting frequency. Preserve committee minutes for one year under WAC 296-800-13020.

Other industries

Construction crew-leader meetings are held at the beginning of each job and at least weekly thereafter. Agriculture uses its own foreman-crew meeting rule, including monthly and significant-assignment-change requirements. The twelve-topic planner is a resource library, not permission to use one monthly schedule everywhere.

Official references

L&I safety meetings and committees: industry routes

https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/safety-meetings-and-committees

WAC 296-800-13025: safety meetings

https://app.leg.wa.gov/wac/default.aspx?cite=296-800-13025

WAC 296-800-13020: safety committees

https://app.leg.wa.gov/wac/default.aspx?cite=296-800-13020

Current details that older handouts can miss

WORKPLACE SAFETY LEARNING



Citation posting: seven working days

Use current WAC 296-900-13015: immediately notify employees through the required posting and communication process. The posting period is seven working days, excluding weekends and holidays, or until all violations are corrected, whichever is longer. Some older inspection guides still say three days. Read the current rule and the actual notice.

Appeal and abatement are separate

Track the actual appeal, correction, posting and documentation dates separately. The appeal period is generally 15 working/business days from receipt under the applicable notice and rule. An appeal does not by itself stay the abatement obligations for serious and the other specified classifications. A stay or extension must follow the proper process.

Emergency, DOSH report, claim and OSHA records

These are separate responsibilities. Washington states eight-hour reporting for a fatality or inpatient hospitalization and 24-hour reporting for a non-hospitalized amputation or eye loss, using the current trigger/discovery instructions. Determine routine OSHA-recordkeeping, 300A posting and electronic-submission duties separately. Do not place personal medical details in a shared meeting log.

Official references

WAC 296-900-13015: current citation posting
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-13015

WAC 296-900-17005: appeals
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-17005

L&I serious incident reporting and injury records
https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/workplace-injuries-fatalities/

WAC 296-27: injury and illness records
https://app.leg.wa.gov/wac/default.aspx?cite=296-27&full=true

Official required posters - free current downloads

WORKPLACE SAFETY LEARNING



L&I identifies three required poster categories. For the injury notice, choose the State Fund OR self-insured version that applies. YourAILedger teaching posters supplement these notices; they do not replace them.

Job Safety and Health Law / F416-081-909

Washington workplace safety notice; use the current official file.

Download the official PDF

Notice to Employees - State Fund / F242-191-909

Choose this injury notice if the employer is insured through the State Fund.

Download the official PDF

Notice to Employees - Self-Insured / F207-037-909

Choose this injury notice instead if the employer is self-insured.

Download the official PDF

Your Rights as a Worker / F700-074-000

Post all three pages as the official PDF instructs; also review other applicable state/federal notices.

Download the official PDF

Your Rights as a Worker instructs employers to post all three pages. Use the original page size and legible printing. Some official notices exceed letter size; order free official paper copies if needed. Check the live L&I page for current valid editions, language options and other state/federal notices.

Official references

L&I required workplace posters and current valid dates
https://www.lni.wa.gov/forms-publications/required-workplace-posters

What L&I Inspectors Look For



TOPIC 01 / WRITTEN LESSON

Prepare a truthful, organized inspection response and connect records to actual conditions.

Understand the visit

This series concerns Washington L&I's Division of Occupational Safety and Health (DOSH). A safety inspection differs from an industrial-insurance audit or a wage investigation. Ask what inspection scope applies and identify the employer representative, employee representative and backup contact. Do not coach workers to conceal concerns or create backdated records.

Follow the inspection sequence

An opening discussion establishes the purpose and participation. During the walk-around, the inspector may examine physical conditions, equipment, work practices and relevant records, and speak with workers. A closing discussion addresses findings and next steps. The written Citation and Notice, if issued, supplies the actual violations and deadlines; a verbal conversation is not a substitute for reading it.

Show a working prevention system

Keep the current accident prevention program, hazard assessments, applicable training records, meeting or committee records, required notices and injury-recordkeeping decisions accessible. A polished binder is weak evidence when the workers' tasks and conditions contradict it. Assign a custodian and backup to each record rather than expecting one person to remember every location.

Respond to actual hazards

Protect people from immediate exposure using the site's approved response. Keep factual notes on requests, supplied records, observations and corrections. Preserve appropriate evidence without delaying protection or interfering with required reporting. Workers have protected participation and reporting rights. Ask for clarification when a request is unclear; do not invent an answer.

What L&I Inspectors Look For



TOPIC 01 / INSPECTION AND EVIDENCE

What an inspector may review

- Current operations and hazards, not the course certificate alone
- Worker understanding and protected participation
- Written programs, training and required postings
- Whether earlier corrective actions actually changed conditions

Records and evidence to locate

- Contact tree and employee-representative process
- Current program and training index
- Request/response register with custodian
- Observed correction evidence and dates

Typical gaps to correct

- Records that cannot be located
- Generic programs that do not match actual work
- Uncorrected exposure despite a completed checklist

Worked example - fictional Harbor Supply

Fictional Harbor Supply receives a safety inspection while the usual manager is away. A training binder is locked in that manager's office.

The backup representative locates the current record index, identifies any genuinely unavailable records and documents the request. The team protects an observed blocked route immediately and records who will verify the correction. It does not reconstruct training dates from memory.

Safety Meetings, Committees and Useful Records

TOPIC 02 / WRITTEN LESSON



Choose the correct participation route and document meaningful discussion and follow-through.

Choose the route before the calendar

For the general-industry rules, 11 or more employees on the same shift at the same location requires a safety committee. Smaller groups and the specified different-shift or widely separated-location situations may use safety meetings instead. Count the real shift and location arrangement; do not assume a company-wide total alone answers the rule.

Distinguish the requirements

Under WAC 296-800-13025, the safety-meeting option is monthly and includes a management representative. Document who attended and the topics discussed. A committee under WAC 296-800-13020 has employee-elected and employer-selected membership, with at least as many elected employee members, an elected chair and its own meeting-frequency decision. Committee minutes must be preserved for one year. Do not present that specific committee retention rule as an invented universal rule for every meeting record.

Cover the work, not just a topic

Review inspection reports, recent accident investigations and the prevention program. Ask whether causes and hazards were corrected. These twelve kits are reusable teaching topics; they do not replace the required reviews, worker participation or the correct industry schedule. Construction crew-leader meetings begin with each job and continue at least weekly. Agriculture has its own foreman-crew meeting rule and significant-change triggers.

Make the record useful

Write the real date, actual attendees, topics and concerns. Add action owners, due dates and effectiveness checks as a practical management improvement beyond the basic meeting record. Keep personal medical details in restricted systems, not in a public attendance sheet. A self-study certificate does not establish that an employer meeting occurred.

Safety Meetings, Committees and Useful Records

TOPIC 02 / INSPECTION AND EVIDENCE



What an inspector may review

- Correct route for the actual shift/location
- Employee election and committee balance when required
- Attendance and topics; committee minutes where applicable
- Review of inspection findings, investigations and prevention improvements

Records and evidence to locate

- Shift/location count and chosen rule route
- Committee election and membership record if applicable
- Actual attendance/topics and committee minutes
- Open-action register and verification notes

Typical gaps to correct

- No required meetings or committee
- An attendance sheet with no actual discussion
- Committee membership selected entirely by management when elections are required

Worked example - fictional Harbor Supply

Harbor has 14 workers together on one shift at one location. A supervisor proposes replacing the committee with a yearly online certificate.

Harbor needs the general-industry committee route for that arrangement. It organizes appropriate worker elections and management representation, establishes its meeting process and records the required reviews. Online study can support the discussion but cannot replace the committee.

A Written Accident Prevention Program That Matches the Work

TOPIC 03 / WRITTEN LESSON



Connect actual hazards, controls, orientation and verification in a workplace-specific program.

Start with the real operation

A general-industry accident prevention program must be written and tailored to the particular workplace and hazards. Describe the departments, work activities and responsible people. A sample program is a starting structure; unchecked template text is not evidence that a control exists.

Build the orientation

Address initial assignments, injury and hazard reporting, first-aid locations, required PPE, emergency actions and relevant hazardous materials. Link the safety-meeting or committee process. Check that workers can explain the instructions in a language and manner they understand. A signature documents a record; teach-back helps reveal a misunderstanding.

Turn a concern into a control

Use a hazard register: task, observation, exposure, existing control, gap, action, owner and verification. Prefer eliminating or reducing the hazard through appropriate design and work controls before relying on PPE. Do not prescribe a technical fix beyond the reviewer's competence. Arrange qualified evaluation where needed.

Keep change visible

New chemicals, equipment, assignments or layouts may require additional training and specific programs. Track the version, review date and related procedure. Verify that the control works in actual conditions and check for new hazards. A general APP does not replace specialized requirements such as respiratory protection or hazardous-energy control.

A Written Accident Prevention Program That Matches the Work

TOPIC 03 / INSPECTION AND EVIDENCE



What an inspector may review

- A current written APP tailored to operations
- A usable orientation and reporting route
- Controls implemented where the exposure occurs
- Updates after changes and evidence of effectiveness

Records and evidence to locate

- Current APP and version history
- Job/task hazard register
- Orientation and teach-back record
- Specific program/procedure references

Typical gaps to correct

- No written APP
- A borrowed plan describing equipment the business does not use
- A hazard listed repeatedly without an owner or correction

Worked example - fictional Harbor Supply

A generic office APP at Harbor does not mention the busy packing and delivery area.

The team observes the actual interaction between deliveries and pedestrians, identifies an appropriate control and responsible reviewer, updates the APP and orientation, and verifies the changed arrangement. It also checks whether the change creates another exposure.

Chemicals: Written Program, Labels, SDS and Training

TOPIC 04 / WRITTEN LESSON



Connect the actual product, verified hazard information and worker understanding.

Use a connected system

When employees work with or around hazardous chemicals, review the applicable written hazard-communication requirements. Keep a current hazardous-chemical list, the labeling approach, accessible matching safety data sheets and an effective training process. A folder full of unrelated SDS files is not the same as identifying products workers actually encounter.

Verify identity before a handling decision

Use the product identifier to connect a container, its label and the correct SDS. Apply the workplace's approved process to an unknown or improperly identified material. Do not taste, sniff, mix, decant or clean it up as a classroom exercise. Do not pick gloves or storage rules by guesswork.

Train for the hazard and the task

Workers need effective information at initial assignment and when a new chemical hazard they have not learned about is introduced. Explain the site labeling system, SDS access, relevant hazards, protective measures and emergency procedures. Test whether someone can locate and use the information without relying on the manager's locked computer.

Review changes and shared work

A new product, delivery, contractor or nonroutine task can change the hazard picture. Check the current rule and supplier information, coordinate as required and update controls and training. The current WAC text is the governing reference; a saved older booklet may not include later amendments.

Chemicals: Written Program, Labels, SDS and Training

TOPIC 04 / INSPECTION AND EVIDENCE



What an inspector may review

- Written program implemented at the workplace
- Current product list, labels and matching SDS access
- Effective worker information and training
- Review of new hazards and nonroutine work

Records and evidence to locate

- Chemical register with product identifiers
- Written program and workplace-label approach
- SDS access test and supplier follow-up
- Task-specific training/teach-back record

Typical gaps to correct

- Missing written program
- Unidentified containers or missing matching information
- Workers unable to find SDS information or explain protection

Worked example - fictional Harbor Supply

Harbor has twenty SDS files but the cleaner in the packing area has no verified identity.

The team prevents inappropriate use and routes the container through its designated review process. It identifies the actual product and correct information before deciding on handling, protection or training. Adding an unrelated SDS does not resolve the gap.

PPE: Assess the Hazard Before Choosing Protection

TOPIC 05 / WRITTEN LESSON



Review task hazards, suitable protection, limitations and worker understanding.

Assess first

Identify the task, who is exposed and the relevant physical, chemical or other hazards. Review ways to eliminate or reduce the exposure before relying on protective equipment. Use the applicable PPE assessment and documentation requirements; the academy worksheet supports a review but does not certify a technical selection.

Select for the actual conditions

Protection must be appropriate for the hazard and use. One glove, face covering or eye-protection purchase does not establish suitability for every material or task. Use verified hazard information, manufacturer limitations and competent selection. Separate respiratory protection from an ordinary purchase of masks; applicable respiratory-program duties need their own review.

Make use and limitations understood

Workers need instruction on when equipment is necessary, its proper use, limits, care and replacement. Arrange required fit or task-specific training through the appropriate program. Check the applicable employer-payment rules rather than assuming every item is an employee expense.

Check the equipment in service

Review condition, availability and actual use. Address damage or a changed task before continued exposure. Record the observed problem and who will resolve it; avoid medical details or unsupported claims about what protection will prevent every injury.

PPE: Assess the Hazard Before Choosing Protection

TOPIC 05 / INSPECTION AND EVIDENCE



What an inspector may review

- Appropriate hazard assessment and documentation
- Protection selected for the real hazard
- Training, condition, fit and limitations
- Additional respiratory or other specialized programs when applicable

Records and evidence to locate

- Task/PPE assessment reference and reviewer
- Product specification/compatibility source
- Training and understanding check
- Inspection/replacement and issue-resolution record

Typical gaps to correct

- No hazard assessment
- Generic protection chosen without suitability review
- Workers unsure of limitations or using damaged equipment

Worked example - fictional Harbor Supply

Harbor orders one type of glove for packing, a cleaning product and a cutting-related task.

The reviewer separates the hazards and checks suitable controls and product limitations for each task. The business does not declare a universal glove material from the course. Workers receive the appropriate task instruction and a route to report damage or poor fit.

Electrical Hazards, Machine Guards and Hazardous Energy

TOPIC 06 / WRITTEN LESSON



Recognize exposure and route electrical or servicing work to qualified, authorized people.

Look for the exposure

Review electrical equipment condition, accessible protective features, appropriate use and damage reporting under the applicable rules. Do not turn this lesson into wiring instructions or a live test. Damaged equipment, exposed energized parts or a defeated protective feature require the workplace's protective response and competent evaluation.

Separate normal operation from servicing

Machine guards protect against hazards during the relevant work. A stopped control or an emergency-stop button is not proof that every energy source is isolated. Electrical, mechanical, hydraulic, pneumatic, gravity or stored energy can matter. This awareness lesson does not supply machine-specific isolation steps.

Use the correct handoff

Keep people outside the danger zone and route servicing to the trained authorized person under the applicable energy-control procedure. Follow the established restrictions on locks and tags. Do not enter, test, remove a guard, bypass an interlock or remove another person's device as a meeting exercise.

Review changes and return to service

An attachment, repair, changed assignment or shift handoff can affect the risk. Use the site's authorized process and verify that the required protective condition and communication are established. Keep equipment-specific records separate from the general academy completion record.

Electrical Hazards, Machine Guards and Hazardous Energy

TOPIC 06 / INSPECTION AND EVIDENCE



What an inspector may review

- Electrical condition and safe use
- Required guards and protective features
- Applicable energy-control program, procedure and training
- Authorized servicing and formal handoffs

Records and evidence to locate

- Equipment concern and isolation-of-use record
- Applicable procedure reference
- Qualified/authorized role and training evidence
- Repair/verification and return-to-service authorization

Typical gaps to correct

- Damaged electrical equipment left in use
- Missing or defeated guards
- Servicing based only on a stop button or verbal assurance

Worked example - fictional Harbor Supply

A stopped packing machine has a jam. A worker proposes reaching in because the motor is quiet.

The worker remains outside the danger zone and reports the condition. The task goes to the authorized person and applicable machine-specific procedure. Silence and a stopped indicator do not establish control of stored or other hazardous energy.

Exit Routes, Fire Readiness and First Aid

TOPIC 07 / WRITTEN LESSON



Check access, communication and competent emergency response before an emergency.

Test the route, not the drawing

Review exit routes, required alarms and emergency instructions for the actual workplace. A route marked on a plan can still be obstructed in practice. Keep relevant access clear and arrange corrective action through the site process. Do not conduct an unsafe evacuation or enter a hazardous area for a class photograph.

Define the response roles

Workers should know how to raise an alarm, summon emergency help, reach the assembly location and account for people under the site plan. Review whether workers evacuate or whether designated trained people have additional duties. This course does not train anyone to fight a fire.

Check equipment and first-aid coverage

Review the applicable extinguisher, first-aid, eyewash and emergency-washing requirements for the hazards and industry. Availability, condition, location and required inspection/training evidence matter. A general online certificate does not establish first-aid/CPR qualification or satisfy practical emergency training.

Make contacts work on every shift

Post and verify site address, emergency number, reporting contact and backup. Check coverage during breaks or absences and provide understandable instructions. Keep the official required posters separate from the academy's emergency-contact teaching aid.

Exit Routes, Fire Readiness and First Aid

TOPIC 07 / INSPECTION AND EVIDENCE



What an inspector may review

- Accessible actual exit routes and alarm arrangements
- Applicable extinguisher readiness and worker roles
- First-aid/eyewash provisions for hazards and industry
- Usable contacts and understood emergency instructions

Records and evidence to locate

- Site emergency plan and current contacts
- Route/access walk-through observations
- Equipment inspection/service and training references
- First-aid coverage and backup arrangements

Typical gaps to correct

- Blocked exits or inaccessible equipment
- Undefined response or evacuation roles
- Missing required first-aid provisions or task-appropriate training

Worked example - fictional Harbor Supply

Harbor has an exit sign above a route used for temporary carton storage. The designated contact is absent on the late shift.

The team addresses the actual obstruction, verifies a usable route and updates the contact and backup process. It checks the applicable emergency and first-aid requirements rather than treating the sign or a course certificate as proof of readiness.

Slips, Trips, Ladders and Fall-Protection Decisions

TOPIC 08 / WRITTEN LESSON



Control the actual condition and identify the correct task and industry requirements.

Observe how the exposure occurs

Look at walking surfaces, wet areas, obstacles, access methods and work at height. Consider the busy period and actual movement of people or materials. A warning sign can communicate a temporary condition; it does not by itself repair a leak, remove an obstacle or establish safe access.

Protect before reopening

Use the approved site process to protect access, arrange a suitable alternative and assign correction. Verify the condition before reopening. Do not remove a warning solely because a scheduled time has passed while the exposure remains.

Choose suitable access and training

Do not substitute a chair or improvised platform for suitable access equipment. Review the specific task, equipment condition and required instruction with a competent person. This kit does not teach ladder operation, fall-arrest use or rescue.

Avoid a universal height shortcut

Washington's fall-protection rules contain different requirements for different work and conditions. The most-cited tables contain both four-foot and ten-foot rule categories; that is not a rule saying every task is safe below one chosen height. Apply the relevant section and industry requirements before assigning the work.

Slips, Trips, Ladders and Fall-Protection Decisions

TOPIC 08 / INSPECTION AND EVIDENCE



What an inspector may review

- Actual surfaces, obstacles and access conditions
- Control of exposure and verified reopening
- Suitable access equipment and required instruction
- Applicable fall-protection requirements for the task

Records and evidence to locate

- Location/condition register and interim protection
- Repair owner and due date
- Access-equipment review and training references
- Observed correction and new-hazard check

Typical gaps to correct

- Recurring hazards managed only with a sign
- Improvised access equipment
- Applying the wrong fall-protection rule or missing training

Worked example - fictional Harbor Supply

A wet passage at Harbor receives a sign every week, while another employee proposes using a chair to reach stored items.

The manager protects the affected area, assigns the source correction and verifies the alternate route. The high-access task is reviewed separately for suitable equipment and required training; the course does not authorize an improvised climb.

Forklifts, Loading Areas and Pedestrian Separation

TOPIC 09 / WRITTEN LESSON



Distinguish awareness, operator training/evaluation and workplace traffic controls.

Separate the learning records

Forklift operator preparation includes formal instruction, practical workplace/equipment training and an operating evaluation. The employer must document the applicable training and evaluation. A general educational completion certificate is not permission to operate alone.

Review the actual equipment and site

Compare prior training evidence with the truck, attachments, loads and conditions that will be encountered. Previous training does not remove the current employer's site-specific responsibilities. Use appropriately knowledgeable trainers and evaluators, and check current evaluation/refresher triggers and required intervals under the rule.

Include everyone exposed

Traffic planning also concerns pedestrians, deliveries, blind locations, access and communication. A trained operator does not make an uncontrolled shared route safe automatically. Use competent site planning, protective arrangements and clear instructions for workers and visitors.

Keep this meeting within awareness

Use a document or tabletop traffic example. Do not operate a truck, move a load or demonstrate maneuvers through this kit. A changed truck, attachment, route or unsafe event requires the appropriate review before assuming an earlier decision still covers the work.

Forklifts, Loading Areas and Pedestrian Separation

TOPIC 09 / INSPECTION AND EVIDENCE



What an inspector may review

- Formal, practical and evaluation evidence
- Actual truck/site conditions and required training updates
- Documented employer authorization process
- Pedestrian and delivery exposure controls

Records and evidence to locate

- Operator training/evaluation record
- Trainer/evaluator identities and dates
- Actual equipment/site and refresher-review record
- Traffic-risk observations and control verification

Typical gaps to correct

- A generic card treated as the complete training process
- Missing operating evaluation or site-specific instruction
- Pedestrians exposed despite a posted traffic slogan

Worked example - fictional Harbor Supply

A new Harbor worker brings a generic forklift completion card. The site has a different truck and a busy pedestrian crossing.

The employer reviews applicable prior instruction, completes the required practical site/equipment work and evaluation, and documents its authorization. It separately assesses pedestrian exposure. The meeting uses a tabletop example and does not put the worker on the truck.

Injury Reporting, Records and Near-Miss Follow-Through

TOPIC 10 / WRITTEN LESSON



Keep emergency care, serious-incident reporting, claims and recordkeeping as distinct tasks.

Protect people and assign owners

Follow the site emergency process and obtain appropriate care. Assign a person to control additional exposure and a separate owner for required notifications. A workers' compensation claim and a DOSH serious-incident report are different processes; do not wait for a claim number to examine an immediate reporting duty.

Use Washington's reporting triggers

Washington L&I states an eight-hour reporting period for a work-related fatality or inpatient hospitalization and a 24-hour period for a non-hospitalized amputation or loss of an eye. Its serious-incident line is 1-800-423-7233. Check the current instructions for timing, when the employer learns of an event and the actual trigger. This line does not replace emergency dispatch.

Determine the separate recordkeeping duties

Check whether the establishment must keep OSHA 300/301 records and the annual 300A summary, or whether an exemption or specific agency request applies. For covered employers, the 300A posting period is February 1 through April 30. Electronic-submission criteria are another review; they are not the same as the decision to keep records. A recordkeeping exemption does not erase serious-incident reporting duties.

Learn without blame or exposure of private information

Record factual observations and preserve appropriate evidence. Review near misses as opportunities to identify system contributors and assign corrections. Do not place personal diagnoses or detailed medical records on a public meeting log. Verify whether the control worked, not simply whether a reminder was sent.

Injury Reporting, Records and Near-Miss Follow-Through

TOPIC 10 / INSPECTION AND EVIDENCE



What an inspector may review

- Timely applicable serious-incident notification
- Correct recordkeeping/posting/submission determination
- Fact-based investigation and required documentation
- Verified correction of contributing conditions

Records and evidence to locate

- Emergency/reporting owner and backup
- Trigger, discovery/notification time and report reference
- Recordkeeping applicability and protected record references
- Near-miss investigation and effectiveness check

Typical gaps to correct

- Waiting for claim paperwork before reviewing a serious report
- Missing required injury records or posting
- Closing an investigation with blame or an unverified reminder

Worked example - fictional Harbor Supply

A Harbor supervisor starts claim paperwork after a serious incident and assumes it also notifies DOSH.

The team follows emergency care and protection procedures, checks the applicable serious-report trigger and timing, and assigns an owner for that report. It separately manages claim follow-up, recordkeeping and factual investigation without putting medical details in meeting minutes.

Heat, Smoke and Specialized Hazard Triggers

TOPIC 11 / WRITTEN LESSON



Identify when general awareness must lead to a specialized plan, training or qualified survey.

Identify the actual exposure

Weather and materials can introduce hazards outside an ordinary office checklist. Review outdoor heat, wildfire smoke and the tasks that could disturb suspect building materials. Other operations may require additional respiratory, hearing, dust or specialized programs. The general series is a trigger to obtain the correct assessment, not a complete technical course for every exposure.

Plan before heat or smoke

Use the current Washington outdoor-heat and wildfire-smoke rules for the relevant work and industry. Review written planning, training, communication, monitoring, appropriate exposure controls, medical response and worker protection. Heat requirements depend on conditions and clothing; do not use one temperature as a universal safe limit. Smoke decisions should use the correct current PM2.5 or corresponding NowCast PM2.5 AQI, not an unrelated pollutant index.

Do not disturb suspect materials for a class

Before work that could disturb suspect asbestos-containing material, obtain the required good-faith inspection by an appropriately certified building inspector and follow the applicable communication and abatement rules. Building age alone is not a clearance. This lesson does not authorize sampling, removal, cleanup or asbestos work.

Define the stop and escalation point

Assign a competent reviewer, identify the required external expertise and keep workers out of unassessed exposure. Update the program, task instruction and control verification when conditions change. Keep technical procedures and actual exposure/medical records in the appropriate systems.

Heat, Smoke and Specialized Hazard Triggers

TOPIC 11 / INSPECTION AND EVIDENCE



What an inspector may review

- Applicable specialized hazard assessments and plans
- Current monitoring/communication and understandable training
- Qualified asbestos survey/communication when required
- Protective response and review when conditions change

Records and evidence to locate

- Hazard-trigger and qualified-review register
- Heat/smoke plan and current information source
- Required survey and contractor communication references
- Training, controls and effectiveness review

Typical gaps to correct

- Weather exposure omitted from relevant planning
- Wrong air-quality measure or outdated action reference
- Disturbing suspect materials without the required qualified survey

Worked example - fictional Harbor Supply

Harbor schedules outdoor work during smoke and proposes drilling into an older wall while reorganizing storage.

The team separates the outdoor exposure decision from the building-material review. It checks current heat/smoke requirements and obtains the appropriate qualified survey before disturbance. An academy certificate is not a respirator fit test or asbestos credential.

Citations, Correction and a Meeting System That Improves

TOPIC 12 / WRITTEN LESSON



Read the real notice, track separate deadlines and verify effective abatement.

Read every part of the notice

A Citation and Notice can identify the violated rule, classification, penalty and correction deadline. The most-cited-rule lists measure citation frequency, not a ranking of dollar fines. Actual penalties depend on the applicable law, classification and case factors. Do not budget a fixed price per hazard or assume every cited item has the same monetary result.

Keep correction and appeal separate

Washington's appeal period is generally 15 working/business days from receipt under the applicable notice and rule. Read the actual service instructions and obtain qualified help promptly for a contested matter. Filing an appeal does not by itself stay the abatement duties for serious and the other specified violation classifications. A requested stay must be granted through the proper process; do not assume it exists.

Use evidence, not a checkmark

Assign owners for protection, correction, documentation, posting, any required abatement certification and the separate appeal decision. Current WAC 296-900-13015 requires posting for seven working days, excluding weekends and holidays, or until all violations are corrected, whichever is longer. Record actual receipt and correction deadlines. Use the proper timely extension process; do not miss a deadline while waiting for an internal meeting.

Return the learning to the workers

Review the cause, control and observed result with the appropriate meeting or committee. Update the prevention program and training when needed. L&I offers free consultation; it is a separate service with eligibility and correction expectations, not a promise that every visit is enforcement-free or that participation guarantees no citation.

Citations, Correction and a Meeting System That Improves

TOPIC 12 / INSPECTION AND EVIDENCE



What an inspector may review

- Actual correction by the required deadline
- Required posting and abatement evidence
- Recurrence and prior similar conditions
- Updated prevention/training and effective follow-through

Records and evidence to locate

- Actual notice/receipt and deadline register
- Interim protection, correction owner and verification
- Required posting/abatement submission references
- Separate appeal/stay/extension decisions and confirmations

Typical gaps to correct

- Missing correction deadlines
- Treating a filed appeal as an automatic stay
- Claiming completion without checking the condition or recurring cause

Worked example - fictional Harbor Supply

Harbor appeals a serious citation and a manager removes the correction task from the action list.

The reviewer keeps the correction deadline active unless the proper process grants a stay. It tracks appeal and abatement separately, protects workers, verifies the correction and retains the required evidence. The meeting reviews whether the underlying condition could recur.

Official source index



CHECK THE CURRENT RULE FOR THE ACTUAL INDUSTRY AND TASK

L&I most-cited rules, federal fiscal year 2025 | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/safety-rules/top-10-rule-violations

L&I workplace safety and health inspection guide | Checked 2026-10-31
https://www.lni.wa.gov/forms-publications/F416-132-000.pdf

L&I safety meetings and committees: industry routes | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/create-a-safety-program/safety-meetings-and-committees

WAC 296-800-13020: safety committees | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-13020

WAC 296-800-13025: safety meetings | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-13025

WAC 296-800-14005: written prevention program | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-14005

WAC 296-901: hazard communication | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-901&full=true

L&I chemical safety basics | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/get-started-with-safety-health/chemical-safety-basics

WAC 296-800-160: personal protective equipment | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-160

WAC 296-800-280: basic electrical rules | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-280

WAC 296-806: machine safety | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-806&full=true

WAC 296-803: hazardous energy control | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-803&full=true

WAC 296-800-300: portable fire extinguishers | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-300

WAC 296-800-310: exit routes and alarms | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-310

WAC 296-800-150: first aid | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-800-150

WAC 296-880: unified fall protection | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-880&full=true

WAC 296-876: ladders | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-876&full=true

L&I forklift training requirements | Checked 2026-10-31
https://www.lni.wa.gov/forms-publications/F417-202-000.pdf

WAC 296-863: powered industrial trucks | Checked 2026-10-31

L & I Safety - Employer Guide - continued

WORKPLACE SAFETY LEARNING



https://app.leg.wa.gov/wac/default.aspx?cite=296-863&full=true

L&I serious incident reporting and injury records | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/workplace-injuries-fatalities/

WAC 296-27: injury and illness records | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-27&full=true

L&I outdoor heat prevention rules and training | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/safety-training-materials/workshops-events/beheatsmart

L&I wildfire smoke rules and current PM2.5 guidance | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/safety-topics/topics/wildfire-smoke

L&I asbestos survey and certification requirements | Checked 2026-10-31
https://www.lni.wa.gov/licensing-permits/other-licenses-permits/asbestos-certification

L&I safety citation appeals | Checked 2026-10-31
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WAC 296-900-17005: appeals | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-17005

WAC 296-900-14010: monetary penalties | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-14010

WAC 296-900-13015: current citation posting | Checked 2026-10-31
https://app.leg.wa.gov/wac/default.aspx?cite=296-900-13015

L&I required workplace posters and current valid dates | Checked 2026-10-31
https://www.lni.wa.gov/forms-publications/required-workplace-posters

L&I free onsite safety consultation | Checked 2026-10-31
https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/onsite-consultation