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.

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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.

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TOPIC 03 / FACILITATOR KIT



Before the meeting

Choose a relevant, safe example; check the current rules and site procedure. Review open hazards, recent investigations and the prevention program. Arrange language or accessibility support.

0-3

State the topic, review previous corrective actions, and invite worker observations without retaliation.

3-10

Use the lesson and the worked example. Ask workers to identify the exposure, the control and the responsible person.

10-17

Map one ordinary task using the worksheet. Choose an observation that can be discussed safely and assign a competent reviewer for any technical issue.

17-20

Use the teach-back questions. Record actual attendees and topics, assign actions and a verification date. This 20-minute agenda is a suggested teaching plan, not a universal meeting-frequency rule.

Teach-back discussion

- What hazard is specific to this task?
- What changed the exposure?
- What evidence shows the control works?

Use actual attendees and topics in the meeting record. Do not enter private medical details here or treat a fictional exercise as proof of a real correction.

Official references

WAC 296-800-14005: written prevention program

WAC 296-800-160: personal protective equipment

WAC 296-800-13025: safety meetings

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TOPIC 03 / FILLABLE WORKPLACE EXERCISE



Use the fictional example first. Keep real personnel and medical records in your approved secure systems.

Site / department / task

Actual observation and evidence reference

Workers consulted / language needs

Existing control and observed gap

Protective action and responsible person

Due date / verification method

What changed / remaining concern / follow-up date

Explain it back

What hazard is specific to this task?

What changed the exposure?

What evidence shows the control works?