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.

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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.

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TOPIC 12 / 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

Use a fictional notice to build separate appeal, correction, posting and verification tasks. Label the exercise as fictional and do not submit anything externally.

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

- Which actual deadline controls each task?
- Is a stay or extension actually granted?
- What evidence shows the hazard was corrected and remained controlled?

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 296-900-14010: monetary penalties

L&I safety citation appeals

WAC 296-900-17005: appeals

WAC 296-900-13015: current citation posting

L&I workplace safety and health inspection guide

L&I free onsite safety consultation

L&I most-cited rules, federal fiscal year 2025

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TOPIC 12 / 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

Which actual deadline controls each task?

Is a stay or extension actually granted?

What evidence shows the hazard was corrected and remained controlled?