Readiness review 1 of 3

WORKPLACE SAFETY LEARNING



A structured self-review, not a guarantee of compliance or a substitute for a qualified task assessment.

01 Choose the correct industry/meeting route

Evidence / observed gap / immediate protection / action owner / follow-up

02 Locate the current written APP and task programs

Evidence / observed gap / immediate protection / action owner / follow-up

03 Review actual work conditions with workers

Evidence / observed gap / immediate protection / action owner / follow-up

04 Check hazard communication and suitable protection

Evidence / observed gap / immediate protection / action owner / follow-up

Readiness review 2 of 3

WORKPLACE SAFETY LEARNING



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05 Check electrical/equipment safeguards through qualified roles

Evidence / observed gap / immediate protection / action owner / follow-up

06 Verify exits, emergency contacts and first-aid provisions

Evidence / observed gap / immediate protection / action owner / follow-up

07 Review fall/access and powered-traffic controls

Evidence / observed gap / immediate protection / action owner / follow-up

08 Check required notices and recordkeeping applicability

Evidence / observed gap / immediate protection / action owner / follow-up

Readiness review 3 of 3



WORKPLACE SAFETY LEARNING

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09 Verify serious-reporting owner and backup

Evidence / observed gap / immediate protection / action owner / follow-up

10 Review specialized exposure triggers

Evidence / observed gap / immediate protection / action owner / follow-up

11 Track correction, posting and actual notice deadlines

Evidence / observed gap / immediate protection / action owner / follow-up

12 Verify effectiveness and update the next meeting

Evidence / observed gap / immediate protection / action owner / follow-up

Current record index and backup access

WORKPLACE SAFETY LEARNING



Industry / site / work scope

APP / specific program locations and versions

Training / evaluation / authorization evidence locations

Meeting / committee / election / minutes locations

Injury recordkeeping decision and restricted record location

Required notices and current edition check

Primary custodian / backup / access-test date

Official notice and posting check



WORKPLACE SAFETY LEARNING

Choose the correct injury-notice variant and use current official downloads. Post all three pages of Your Rights as a Worker. Check other applicable notices. Keep teaching reminders separate from legally required notices.

Job Safety and Health Law

https://www.lni.wa.gov/forms-publications/F416-081-909.pdf

Applies? / current edition verified / location / responsible person

Notice to Employees - State Fund

https://www.lni.wa.gov/forms-publications/F242-191-909.pdf

Applies? / current edition verified / location / responsible person

Notice to Employees - Self-Insured

https://www.lni.wa.gov/forms-publications/F207-037-909.pdf

Applies? / current edition verified / location / responsible person

Your Rights as a Worker

https://www.lni.wa.gov/forms-publications/F700-074-000.pdf

Applies? / current edition verified / location / responsible person

Close the review with verified actions

WORKPLACE SAFETY LEARNING



Highest-priority exposure and current protection

Action / competent reviewer / due date

Actual notice deadlines, if any

Observed result / verifier / date

Any new hazard or recurrence

Program / training / meeting update needed

Next follow-up owner and date