

Washington State Department of Labor & Industries requires companies to have a written Accident Prevention Program. This is an example Accident Prevention Program based on a template provided by the Washington State Department of Labor and Industries. You may follow this example outline to develop an Accident Prevention Program for your winery; however, you ultimately must tailor your own Accident Prevention Program to your actual business operations and the potential hazards that may be encountered by your employees. Please read through the document, focusing on the highlighted areas, and add and/or delete information as needed to make it job site-specific

Your final written Accident Prevention Program must be implemented in order to be effective in practice. It also needs to be updated as changes occur in your business (new equipment, new processes, etc.).

ACCIDENT PREVENTION PROGRAM (APP)

(Place your winery name here)

Example – This blank document can be found at www.winerywise.org under Winery Safety/Forms. Information on plans and forms indicated in this APP are also available at this site.

To create an APP for your winery simply fill in information as it applies to your to your winery, print and place in a binder, and review with all employees at least once/year and as needed.

PLEASE CUSTOMIZE THIS APP ACCORDING TO YOUR WORKPLACE. ALSO, YOUR WRITTEN APP CAN ONLY BE EFFECTIVE IF IT IS PUT INTO PRACTICE!

Accident Prevention Program

(Place your winery name here)

Element 1 - Safety Orientation: Each employee will be given a safety orientation by *(Add name or title of person who will provide the initial safety orientation)* when first hired. The orientation will cover the following items:

1. A description of the accident prevention program:

- We have a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in Part 2 below.
- We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery
 - Never operate a piece of equipment unless you have been trained and are authorized
 - Use and care for your personal protective equipment whenever it is required
 - Obey all safety warning signs
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited
 - Do not bring firearms or explosives onto company property
 - Smoking is only permitted outside the building away from any entry or ventilation intake
 - Horseplay, running and fighting are prohibited
 - Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents
 - *(Add any other basic safety rules that apply to your winery. Delete any from the above list that do not apply to your business)*

2. How and when to report injuries. Where first aid facilities are located.

- If you are injured or become ill on the job, report this to *(Add name or title of person to whom injuries should be reported to)*.
- There is a first aid kit located *(Add where the first aid kits are located in your business.)*
- We require all supervisors to have first-aid/CPR training.¹
- We have also posted emergency phone numbers *(Add location of emergency phone numbers)*.

3. How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, immediately report it to *(Add name or title of person to whom unsafe conditions should be reported)*.

4. What to do in an emergency including how to exit the workplace.

- An evacuation map for the building is posted *(Add location of evacuation map if you have one or delete this sentence)*. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

¹ Tailored to specify availability of the first aid provider component of first aid facilities.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of your orientation if that is part of your employer's fire emergency action plan. *(Customize your plan by adding how fire emergencies and how fire extinguisher training if any, will be handled in your business.)*
- If you discover a fire:² Tell another person immediately. Call or have them call 911 and a supervisor. Also:
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers and if you are following your employer's fire emergency action plan)
 - If the fire grows or there is thick smoke, do not continue to fight the fire
 - Tell other employees in the area to evacuate
 - Go to the designated assembly point outside the building

Earthquake Emergency

During an earthquake, if you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure.³ *(Tailor this section to your business, including the location of emergency shut-off valves and who would have that assignment.)*
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

5. Identification of hazardous chemicals used at this location.

Refer to the Washington Winery **Hazard Communication Plan** for more information about hazardous chemicals encountered on the job. The Hazard Communication Plan includes the following:

- Roles and Responsibilities of staff who use chemicals
- Chemical labeling requirements
- Accessing Safety Data Sheets (SDS, formerly MSDS) and Chemical Inventory
- Employee Training requirements

² Tailored to specify limits of employee involvement in firefighting and provide specific evacuation instructions.

³ Tailored to specify emergency procedures (such as location of emergency shut-off) and assign responsibility for this task.

- Follow winery standard operating procedures for safe use of chemicals and emergency actions to take following an accidental exposure.
- Staff will receive a separate orientation as part of the Winery chemical hazard communication plan on the hazards of chemicals before working with them or work in an area where they are used.

6. Use and care of required personal protective equipment (PPE).⁴

- Some tasks in our company require an employee to wear PPE to protect against injuries and exposure to hazards.
- You will be instructed by *(Add name or title of person who will instruct employees in the use and care of PPE)* using the manufacturer's instructions that are attached to this program how to use and care for these PPE.
- Refer to the Respiratory Protection Plan (found at <http://depts.washington.edu/wineryhs/RespiratoryProtection.html>) for more information and requirements regarding the use of respirators by affected staff. The Respiratory Protection Plan includes the following:
 - How the proper respirators for the particular hazards are selected and issued (include a list of respirators used)
 - When and how respirators will be used in routine work activities, infrequent activities, and foreseeable emergencies such as spill response, rescue or escape situations
 - How medical evaluations of respirator wearers is provided
 - How respirator fit-testing is done
 - How respirators in use are cleaned, stored, inspected and repaired or discarded
 - How sufficient high purity air is provided for air-supplied respirators (if you use them)
 - How employees are trained about respiratory hazards at your workplace
 - How employees are trained on the proper use of the respirators used at your workplace
 - How you evaluate the effectiveness of your respiratory program

7. On-the-job training about what you need to know to perform the job safely.

- Before you are first assigned a task, *(Add name or title of person who will conduct on-the-job training for new employees)* will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received authorization including the required training and PPE.

Element 2 - Safety Committee **(Required for employers with 11 employees or more)**

- Our committee will consist of *(Add the make-up of your company's safety committee here)*.
- Employees will elect from among themselves a representative to be on the committee.
- The safety committee members will elect a chairperson.
- The regularly scheduled meeting is *(Add the usual meeting time, such as first Thursday of each month)*. This may be changed by vote of the committee.
- A committee member will be designated each month to keep minutes.⁵ **OR**

⁴ Tailored to specify what types of PPE are required in this facility and incorporate manufacturer's instructions for use and care into the program.

⁵ Tailored to assign responsibility for keeping minutes.

Employee Safety Meetings (An option to safety committees for employers with 10 or fewer employees or employers with 11 employees or more who are segregated on different shifts or work in widely dispersed locations in crews of 10 or less)

- They are typically held (*Add the usual meeting time, such as first Thursday of each month*)
- All employees are required to attend.
- The meeting leader will designate a person to document attendance and the topics discussed.⁶

While the foregoing are required, the following are additional safety plans often included as a component of your winery APP:

8. Confined Space Entry Plan

- The Winery has a Confined Space Entry plan that includes safety procedures for entering spaces deemed Permit-required confined spaces such as, wine tanks and wine presses. The Confined Space Plan includes the following information:
 - Inventory of Confined Spaces
 - Permit entry procedures
 - Documentation used for alternate entry procedures
 - How to reclassify permit-required confined spaces to non-permit spaces
 - Designation of employee roles, such as entrants, attendants, entry supervisors, rescuers, or those who test or monitor the atmosphere in a permit-required space
 - Identification of designated employee duties
 - Training employees on their designated roles
 - How to identify and evaluate hazards
 - Use and maintenance of equipment
 - How to prevent unauthorized entry
 - How to coordinate entry with another employer
 - How to rescue entrants

9. Hearing Conservation Plan

- The Winery has a Hearing Conservation plan that applies to staff exposed to noisy areas such as the bottling line where noise exposure may exceed regulatory limits. The Hearing Conservation plan includes the following information:
 - Affected employees
 - Use of hearing protection
 - Training requirements
 - Audiometric Testing information

10. Forklift Operations Plan

- The Winery has a Forklift Safety plan that applies to staff working with Forklifts. The Forklift Safety plan includes the following information:
 - Affected employees
 - Training requirements, documentation, and periodic evaluation
 - Specific information on battery change-outs and charging

⁶ Tailored to assign responsibility for keeping attendance

11. Control of Hazardous Energy (Lock-out/Tag-out)

- The Winery has a Lock-Out/Tag-Out plan that applies to staff servicing or maintaining equipment that could be injured in the event of unexpected startup of the machinery or equipment or the release of stored energy. The Lock-Out/ Tag-Out Plan includes the following information:
 - Affected employees
 - Energy Control Procedures
 - Training requirements
 - Periodic Review Procedures
 - Machine design and construction
 - Energy control devices

You are at the end of the Sample APP Program. Please be sure that you have added all the required information to make it specific to your business. If you have any further information to add, please do so. Otherwise press the Delete key to delete this message.