



2011

**Workplace
Safety and Health**

**Keep Washington
Safe and Working**



Washington State Department of
Labor & Industries

Division of Occupational Safety and Health



As an employee health nurse for Providence St. Peter Hospital in Olympia, **Benita Akins**, has been drawing blood from patients for more than a decade.

"We've always worn gloves, but other safety features have changed," Akins said. "These days, we no longer recap needles because needles come with protective safety devices. We always activate the safety device before disposing the needle to prevent anyone suffering from contaminated needle sticks."

Bloodborne Pathogens

Healthcare workers today still risk injury from needles and other contaminated sharp objects, like scalpels or broken glass, that can expose them to blood or other potentially infectious materials. These injuries are called "sharps" injuries and the Centers for Disease Control estimates that healthcare workers get about 600,000 such injuries each year. Workers exposed to blood through these

injuries can get sick from more than 20 infectious agents, including the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). Employers must use "safer medical devices" wherever possible. These typically replace traditional sharp items, like syringes, with non-needle devices or have safety features, such as needle guards, to reduce the risk of injury.

DECEMBER 2010

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FEBRUARY 2011

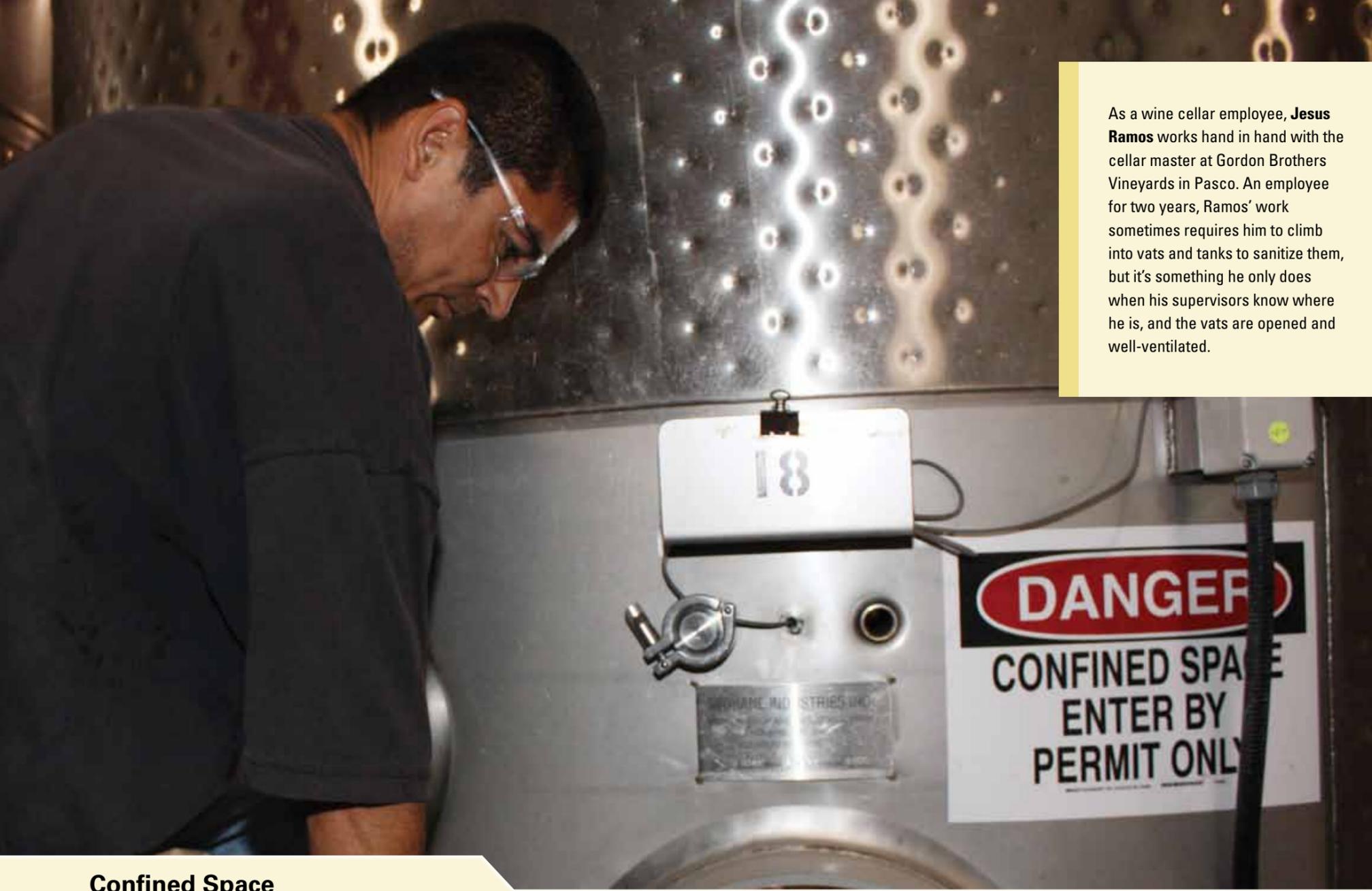
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JANUARY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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16	17 Martin Luther King, Jr. Day	18	19	20	21	22
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Weekly Safety and Health Tips

1. Assume all human blood and bodily fluids carry infectious disease and take precautions when faced with possible exposure.
2. Immediately after handling blood spills, remove gloves and wash hands with soap and water or antiseptic.
3. When providing first aid, have the injured person handle their injury, if possible, to protect yourself from exposure. If a wound needs pressure applied, have the injured person apply the pressure.
4. Properly use sharps containers for used syringes by keeping the containers handy and emptying them regularly so they never overfill.



As a wine cellar employee, **Jesus Ramos** works hand in hand with the cellar master at Gordon Brothers Vineyards in Pasco. An employee for two years, Ramos' work sometimes requires him to climb into vats and tanks to sanitize them, but it's something he only does when his supervisors know where he is, and the vats are opened and well-ventilated.

Confined Space

Confined space entry is dangerous. Every year, workers across the country enter and die. Many times, several workers die in a single incident. Frequently, would-be rescuers also die because they enter without required equipment and training. Many Washington workplaces have spaces meeting the definition of a confined space. Follow all the requirements for safe confined space entry.

A confined space is one that is large enough so an employee can fully enter and work, has limited or restricted entry or exit, and is not designed for human occupancy. Examples include tanks, silos, storage bins, hoppers, vaults, pits, and excavations. Permit-required confined spaces have at least one additional hazard that can kill or seriously injure a worker and entry must be strictly monitored.

JANUARY 2011

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MARCH 2011

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FEBRUARY 2011

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20	21 Presidents' Day	22	23	24	25	26
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Weekly Safety and Health Tips

1. Learn to identify confined spaces and permit-required confined spaces in your workplace.
2. Do a hazard evaluation. Workers in a confined space can be overcome by lack of oxygen, contaminated air, buried, trapped by machinery or electrocuted.
3. Safe entry requires an effective program, entry procedures, a permit system and training for all members of the entry team.
4. Only members of a designated rescue team may enter to rescue someone. The team must be available during the confined space entry and have all the required planning, training, staff, and equipment.



As a plant operator for the Tenaska Ferndale Cogeneration Plant, **Tanya Braumiller** is often on the grounds reading gauges and adjusting valves.

"We're the eyes and ears of the control room operator," Braumiller said.

Helping to protect the plant workers and the community is the Process Safety Management standard, which governs the use of highly hazardous chemicals.

"It's a proactive way to prevent catastrophes," Braumiller said. "So, before there's a problem, you take action."

Process Safety Management

Process Safety Management (PSM) is the management of highly hazardous chemicals used in production, like anhydrous ammonia, chlorine or hydrogen sulfide. The PSM standard is one of the shortest of the state's workplace safety and health standards, but complying with it requires volumes of paperwork and time. Its purpose is to prevent disasters, like explosions and fires, from

happening in chemical and processing plants. Such events can be tragic, causing deaths or injuries, and they have a profound effect on workers and the community. Keeping the chemicals used in some processes contained and flowing only where they are supposed to go isn't easy, but the failure of these systems can be catastrophic and life changing.

FEBRUARY 2011

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APRIL 2011

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MARCH 2011

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13 Daylight Saving Time Begins	14	15	16	17	18	19
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Weekly Safety and Health Tips

1. Identify all hazards associated with production processes and equipment, including places where the accidental release of highly hazardous chemicals could occur.
2. Be sure employees know what to do if there is a chemical release. Develop an emergency action plan for the safe evacuation of employees.
3. If a process or equipment is changed in any way, make sure the new process or equipment is reflected in process plans.
4. The team developing safety procedures must include employees as well as experts in engineering and the specific process being evaluated.
5. Investigate all incidents that result in, or could have reasonably resulted in, a catastrophic release of a highly hazardous chemical in the workplace.



Foreman **Ruben Mancillas** has worked the flowers at Washington Bulb farms for 23 years, from planting to harvesting. His gear includes safety glasses, gloves, hearing protection and a seatbelt when he rides the tractor. And when the tractor is pulling machinery that requires a PTO drive, Mancillas checks the drive guard regularly. "You can get injured or killed if it isn't in place," he said.

Power Take Off

When a device, like a drive shaft, transfers power from an engine to another piece of equipment, it is called Power Take Off, or PTO, and involves rapidly moving machinery that poses a serious risk of injury and death to workers. In a moment, a shoelace, a pant cuff, or even a strand of hair can become

entangled in a driveline. Safety guards and shields over these moving parts can protect workers. When these safeguards are damaged or bent, they should be replaced immediately. In the majority of PTO driveline accidents, important shielding was damaged or missing.

MARCH 2011

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MAY 2011

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APRIL 2011

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24	25	26	27	28 International Workers' Memorial Day	29	30

Weekly Safety and Health Tips

1. Always replace PTO guards when they are not properly covering the shaft and u-joints.
2. Always turn the tractor off, disengage the PTO and remove the key before leaving the tractor seat.

3. Always connect the PTO guard on the driveline to a stationary point on the tractor to prevent the guard from rotating with the shaft.
4. Never grip or touch a PTO guard while the shaft is turning.



Culinary arts student **Taylor Gates** performs all the same tasks at the New Market Skills Center in Tumwater that she will in the working world. Her training includes learning how to protect herself around chemical hazards and what to do if she is exposed.

Eyewash Stations

Workers are often hurt using chemicals, sometimes requiring medical treatment. Young workers are particularly vulnerable and many chemicals found at jobs typically employing teen workers, such as restaurants, are harmful. To use them, protection such as gloves, aprons, eye protection and emergency eyewash stations are required. Before using any chemicals, workers must receive

special instructions from employers on the safe handling of the chemical and the proper use of required personal protective equipment and the emergency eyewash station. Young workers should alert their supervisors before attempting to use any chemicals, and any worker splashed with a chemical should tell their supervisor in order to get the proper first aid or medical attention.

APRIL 2011

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JUNE 2011

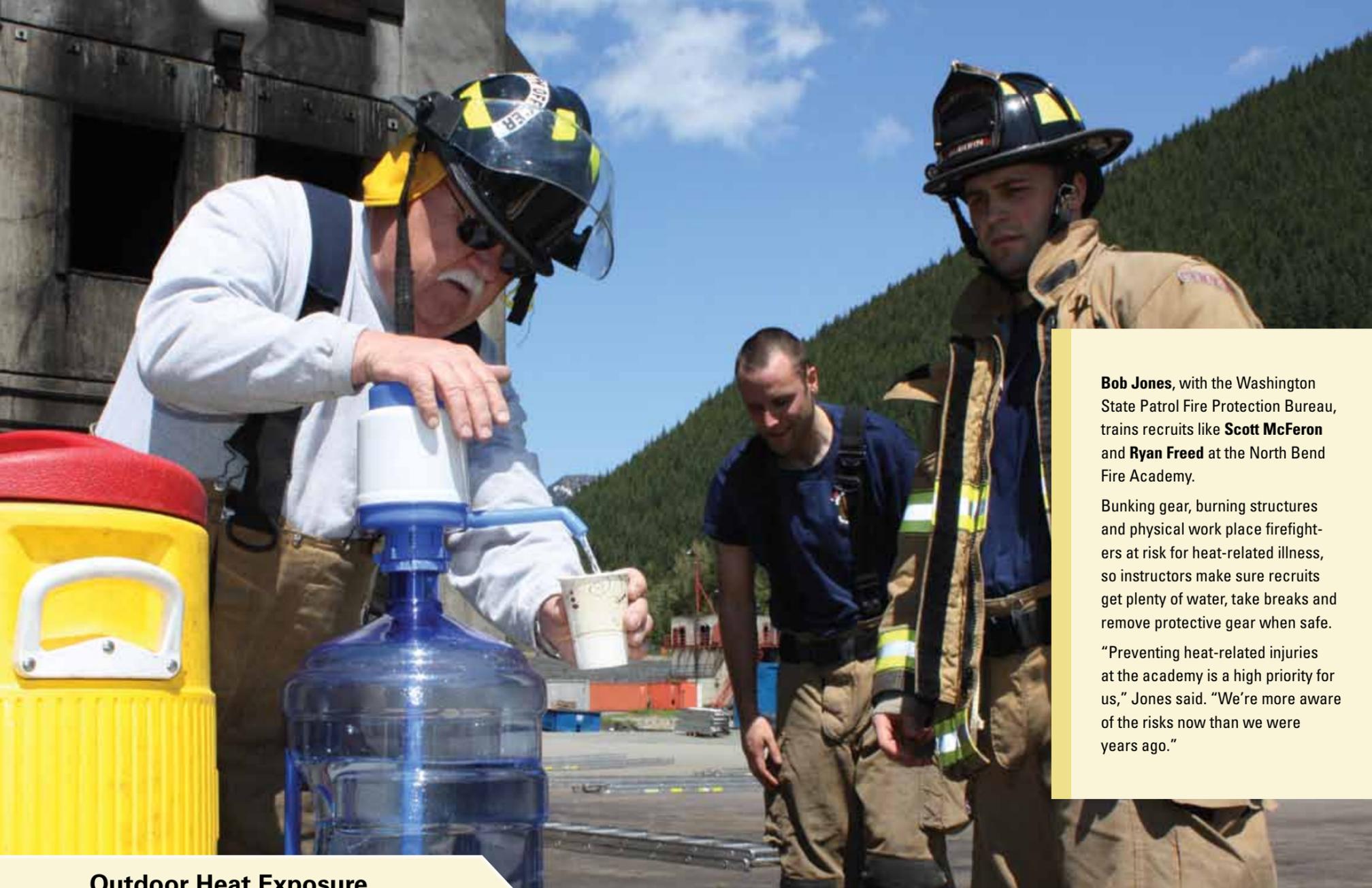
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MAY 2011

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29	30 Memorial Day	31				

Weekly Safety and Health Tips

1. Follow all safety rules and instructions.
2. Use safety equipment and protective clothing when needed.
3. Review Material Safety Data Sheets for any chemicals used.
4. Keep work areas clean and neat.



Bob Jones, with the Washington State Patrol Fire Protection Bureau, trains recruits like **Scott McFeron** and **Ryan Freed** at the North Bend Fire Academy.

Bunking gear, burning structures and physical work place firefighters at risk for heat-related illness, so instructors make sure recruits get plenty of water, take breaks and remove protective gear when safe.

“Preventing heat-related injuries at the academy is a high priority for us,” Jones said. “We’re more aware of the risks now than we were years ago.”

Outdoor Heat Exposure

As outdoor temperatures rise, so does the risk of heat related illness (HRI). The most serious heat related illness is heat stroke, which is often fatal so it is important to recognize its signs and symptoms before it is too late. Drinking water and staying well-hydrated is the best way to prevent heat related illness.

The rule of thumb is to drink a cup of water every 15 minutes. Don’t wait until you are thirsty. Take breaks in the shade to help recover from the heat. Watch co-workers closely since they may not realize they are having heat-related illness symptoms.

MAY 2011

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JULY 2011

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JUNE 2011

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Weekly Safety and Health Tips

1. Start work well hydrated and drink plenty of water throughout the day.
2. Take regular breaks, look for shade. Frequent mini breaks in hot weather will help your body stay cooler.
3. Remove personal protective equipment and excess clothing during breaks in safe areas.
4. Always try to alternate between heavy and lighter work. Do the heaviest work when it’s cool.
5. Keep an eye on each other for symptoms of heat-related illness, such as headaches, dizziness, or nausea.



Absolute Solutions has a staff of 25 and often hires another 10 during the busy summer roofing months.

Owner **Gale Kirkendoll**, on the roof of a Bonney Lake project, has safety consultants spot check worksites to make sure crews are following all safety rules, especially those on fall protection.

"I'm very big on safety around here," Kirkendoll said. "I need to know that every person that works for me goes home every night."

Fall Protection

Falls in construction continue to be the number one cause of serious workplace injuries and death nationwide. Workers need to understand and know the different types of fall protection systems and their applications. Select and use the appropriate fall protection system before working at elevation by evaluating the type of work that will be done, the surface the work will be done on, and

the fall distances. If there are fall hazards of 10 feet or more, employers must develop a written Fall Protection Work Plan that is available on the job site, identifies the fall hazards, describes the fall protection to be provided, the type of overhead protection to be used for workers in the area below, and how injured workers will be safely removed.

JUNE 2011

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AUGUST 2011

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JULY 2011

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Weekly Safety and Health Tips

1. Practice good housekeeping. Keep cords, welding leads and air hoses out of the walkways and work areas.
2. Look for fall hazards such as unprotected floor openings, edges, shafts, skylights, stairwells and roof openings.

3. Select, wear and use fall protection appropriate for the task.
4. Inspect fall protection equipment for defects before use.



Beneath Seattle's Magnolia Bridge, Trident Seafoods' Pier 91 facility uses a host of cutting and chopping machines to process salmon and other fish products. To protect employees like **Kidane Gebru**, who has worked with Trident for a decade, guards on the machines are fabricated so they cannot be removed except during cleaning.

Meat Cutters

Machines used in meat cutting are specifically designed to efficiently cut, cube, tenderize and grind meat. Some of the machines are also very effective at cutting and pulverizing bone as well as other hard materials. This is why it is very important to follow the applicable machine safety standards by keeping

the safety guards in place and your body parts away from the machine hazards. Other hazards include daily tasks that involve high-force or repetitive motions, heavy boxes, and slippery floors.

JULY 2011

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AUGUST 2011

SEPTEMBER 2011

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Weekly Safety and Health Tips

1. Inspect meat-cutting equipment regularly to ensure guards are in place and working.
2. Train staff on safe knife handling. When using knives, cut away from hands and body.
3. Maintain a clean work area free of potential hazards, such as wet or slippery floors.
4. Use protective gloves when cutting with knives.
5. When using a bandsaw to cut meat, don't rush. Be aware of where your hands are at all times.



Maintenance technician **Brett Sonntag** has spent eight years with Pierce County Public Works and regularly pulls flagging duty. When he's flagging, his priorities are keeping the road crew safe, the public safe, and allowing traffic to flow.

"It's thought of as an easy job sometimes," Sonntag said. "But all it takes is that one moment of not paying attention, and something really bad or tragic can happen."

Flagging Safety

Highway work zones create risks for flaggers, road workers and motorists each year. Often times, certified flaggers, working to control traffic, are dangerously close to moving vehicles that are sometimes driven by drivers who are distracted, aggressive or impaired. A flagger should never turn their back to

oncoming traffic, step in front of a moving vehicle, flag from the middle of an intersection, or perform work other than flagging. Certified flaggers help provide a safe environment for the road workers in the work zone and the traveling public.

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OCTOBER 2011

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SEPTEMBER 2011

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25	26	27	28 60th Governor's Industrial Safety and Health Conference, Tacoma	29	30	

Weekly Safety and Health Tips

1. Flaggers must wear high visibility clothing and be prepared for the weather.
2. Flaggers should remain aware of the work crew activity around them.
3. Flagging stations must be well lit at night so the flagger will be visible to motorists.
4. Motorists need to be aware of flaggers in construction zones.



Bending to work on large, unwieldy manufacturing pieces can be uncomfortable, but at TMX Aerospace in Auburn, managers make sure the work is elevated, for employees like **Derek Brubach**, rather than employees having to bend to reach the work.

Awkward Postures

Ergonomics is the science of fitting the job to the worker. Workers should not have to contort their bodies in painful ways or work beyond what they're able to do. Working in awkward postures repeatedly or for prolonged periods of time can leave people with musculoskeletal injuries, including inflamed or torn tendons and muscles. This can make work painful, even impossible, to

continue. Some solutions can be simple. When the work is on the floor or too low, workers must kneel, squat or bend, but raising the work allows people to stand upright for whatever the task requires. Sawhorses and lifts can bring the work to just the right height for the job.

SEPTEMBER 2011

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OCTOBER 2011

NOVEMBER 2011

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Weekly Safety and Health Tips

1. If there's something you use frequently, place it close to you between waist and chest height to reduce reaching and bending.
2. Break up repetitive work with non-repetitive tasks to give your muscles a rest.
3. Use power tools to make repetitive tasks easier and faster.
4. Store things close to where they'll be used to reduce carrying and save time.
5. Look for unnecessary motions in a repetitive task and make changes to get rid of them.



Jonny Ghim, owner of the Village Mart in Olympia, said he and salesclerk **Kekoa Ka'awa** deal with the public every day.

"I make sure that all my employees are trained not just on customer service, but on handling difficult situations safely," Ghim said.

Workplace Violence

Workplace violence leaves thousands injured every year in Washington and across the country. Between 1998 and 2009, workplace homicides claimed 76 lives in Washington State. Statewide and nationally, workplace violence is the leading cause of death for women killed on the job. Washington's Late-Night Retail Crime Prevention Standard is meant to reduce the potential for violent

crime in retail businesses open between 11 p.m. and 6 a.m., requiring, among other things, extra lighting and special training for employees. Hospitals and other high risk health care settings are covered by a law requiring special workplace violence prevention training for employees. However, all businesses can benefit from creating a workplace violence prevention plan.

OCTOBER 2011

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DECEMBER 2011

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NOVEMBER 2011

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Weekly Safety and Health Tips

1. Workplace violence risk factors include frequent contact with the public, working with money, and poor lighting outside a worksite.
2. Train staff to recognize potentially violent situations and how to defuse them.
3. Routinely assess security measures — make sure equipment such as security cameras, alarms, panic buttons and lighting is functioning properly.
4. Practice a buddy system where co-workers walk together to parking areas or to public transportation.
5. Have more than one exit for employees in case of an emergency. Review emergency action plans with employees.



Working with molten metal presents many hazards, which is why metal worker **Justin Grosche**, who has spent a decade at NuCor Steel in Seattle, wears protective gear that includes flame-resistant clothing and a full-face respirator with a powered air filter.

“There’s always dust, but the real concern is lead,” Grosche said. “With the respirator, I know I’m protected.”

Respirators

Respirators are the last line of defense between hazardous air and a worker’s lungs. By providing breathable air, respirators protect workers from contaminants surrounding them and keep them from getting sick. Respirators can include a filtering face-piece, or half-face and full-face cartridge respirators. Not all respirators will work in every situation. If the respirator is not properly

selected, maintained or if it doesn’t fit a worker well, it will not offer the proper protection. For that reason, employers must have a written respirator program that includes selecting the right respirator for the job, training workers on the use of respirators, properly fitting workers with their respirators, and respirator maintenance.

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DECEMBER 2011

JANUARY 2012						
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25 Christmas Day	26 Christmas Day Holiday	27	28	29	30	31

Weekly Safety and Health Tips

1. Beards and respirators don’t mix. A respirator offers little protection if it doesn’t fit well and facial hair will allow leaks.
2. Filtering face-piece respirators should be replaced daily or more often if they become dirty or damaged.
3. No matter what kind of respirator is used, a worker who notices an odor, becomes ill or thinks their respirator is leaking should notify a supervisor immediately.
4. Where do you store your respirators? Respirators should be stored in a clean, dry place.

For employers

You must provide a safe and healthy workplace and comply with worker safety and health rules that apply to your business.

How L&I can help: Free consultations

DOSH consultants can help you prevent work injuries and illnesses and reduce costs. At your request, a consultant will visit your business and:

- Clarify safety and health rules for your type of business.
- Review or help develop your required safety and health programs.
- Suggest ways to save money on your workers' compensation coverage.

Visit www.SafetyConsultants.Lni.wa.gov for more information or call the L&I office nearest you.

For workers

You must comply with the worker safety and health rules that apply to your actions on the job.

The law requires your employer to provide a safe and healthy workplace and protects your right to report workplace hazards. Your employer may not fire you or discipline you for raising safety concerns.

Learn more about your workplace rights at www.WorkplaceRights.Lni.wa.gov (click on Complaints/Discrimination) or call 1-800-423-7233.

About L&I's Division of Occupational Safety and Health (DOSH)

DOSH is your partner in workplace safety and health in Washington State. This division of the Washington State Department of Labor & Industries (L&I) offers many services to help employers improve workplace safety and health and protect their employees from injury. Information on the Web is available to help workers gain safety and health knowledge and know their rights.

Workplace safety and health services at everyone's fingertips

- **A to Z Topics:** Instant access to a wide range of topics, plus rules and research: www.Lni.wa.gov/Safety/Topics/AtoZ.
- **Online Training:** Courses, training kits, workshops and more. Take a look: www.Lni.wa.gov/Safety/TrainTools.
- **Safety and Health Video Library and Resource Center:** General and industry-specific safety and health topics for Washington State employers and workers are available from the largest workplace safety and health video library in the country. The collection includes more than 1,100 titles. Find them at: www.Videos.Lni.wa.gov.
- **Free Publications and Posters:** See what's available: www.Lni.wa.gov/Safety/TrainTools/FormsPubs/.
- **Rules:** Find workplace safety and health requirements including current laws, rules and policies: www.SafetyRules.Lni.wa.gov.
- **Rule changes:** Sign up for e-mail notification when new rules or rule changes are coming: www.Lni.wa.gov/Main/Listservs/SafetyStandards.asp.



Five fast answers to safety and health questions

What is an Accident Prevention Program?

An "accident prevention program" is an employer's written plan to prevent accidents, occupational illnesses, and injuries on the job. The accident prevention program may be known as the APP, safety and health plan, injury prevention program, risk management plan, or some other name. Visit www.Lni.wa.gov/safety/basics/programs/accident/ for more information.

How do I know if my required written safety/health programs are adequate?

Find out whether written safety/health programs, beyond an APP, apply to your business. Start by reviewing the "Additional Program Requirements Table" on this Web page: www.Lni.wa.gov/WISHA/Rules/corerules/HelpfulTools/.

Sample programs you can adapt for your business are available here: www.Lni.wa.gov/safety/basics/programs/accident/. Contact a DOSH consultant to review your draft plan or answer questions about what you need to cover: www.SafetyConsultants.Lni.wa.gov.

When I pay a penalty, where does the money go?

Funds collected from safety/health penalties go into the workers' compensation supplemental pension fund to benefit injured workers and the surviving family members of workers who are killed on the job. These funds do not pay

inspectors' salaries or support the Division of Occupational Safety and Health. Penalties do not affect an employer's workers' compensation premiums.

However, preventing work-related injuries and illnesses does influence premiums. Learn more at: www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/

How can I get workplace safety and health information in Spanish?

Go to www.Lni.wa.gov/Spanish/ to view portions of L&I's website in Spanish. For safety videos in Spanish, go to www.Videos.Lni.wa.gov and type *Spanish* into the search box. To find publications and posters in Spanish, go to www.Lni.wa.gov/FormPubs and type *Spanish* into the search box.

Are WISHA, DOSH and OSHA all the same?

No. WISHA stands for the Washington Industrial Safety and Health Act. This law requires Washington's employers to provide their workers with safe and healthy workplaces. DOSH is the Division of Occupational Safety and Health, part of the Washington State Department of Labor & Industries. OSHA is the federal Occupational Safety and Health Administration. DOSH functions as OSHA in Washington State.

Call the L&I Office nearest you

Workplace safety and health specialists from L&I's Division of Occupational Safety and Health (DOSH) are available to assist you.

Aberdeen	360-533-8200
Bellevue	425-990-1400
Bellingham	360-647-7300
Bremerton	360-415-4000
Colville	509-684-7417 or 1-800-509-9174
East Wenatchee	509-886-6500 or 1-800-292-5920 (E. WA only)
Everett	425-290-1300
Kelso	360-575-6900
Kennewick	509-735-0100 or 1-800-547-9411
Moses Lake	509-764-6900 or 1-800-574-2285 (E. WA only)
Mount Vernon	360-416-3000
Port Angeles	360-417-2700
Pullman	509-334-5296 or 1-800-509-0025
Seattle	206-515-2800
Spokane	509-324-2600 or 1-800-509-8847
Tacoma	253-596-3800
Tukwila	206-835-1000
Tumwater	360-902-5799
Vancouver	360-896-2300
Yakima	509-454-3700 or 1-800-354-5423

Keep Washington Safe and Working

The Washington State Department of Labor & Industries would like to thank the following businesses for graciously allowing us to photograph their work sites. Featuring real Washington State businesses and employees brings home the theme of the 2011 Job Safety and Health Calendar: Keep Washington Safe and Working.

<i>Photo Month</i>	<i>Company</i>
January	Providence St. Peter Hospital, Olympia
February	Gordon Brothers Family Vineyards, Pasco
March	Tenaska Operations, Ferndale
April	Washington Bulb Farm, Mount Vernon
May	New Market Skills Center, Tumwater
June	Washington State Patrol Fire Protection Bureau Fire Training Academy, North Bend
July	Absolute Solutions, Puyallup
August	Trident Seafoods Pier 91 facility, Seattle
September	Pierce County Public Works, Tacoma
October	TMX Aerospace (ThyssenKrupp), Auburn
November	Village Mart, Olympia
December	Nucor Steel, Seattle



Washington State Department of
Labor & Industries

Division of Occupational Safety and Health

The holidays shown in this calendar are the federal holidays and/or the days the federal holidays are observed in 2011.

We oriented the back cover so you can read it while the calendar is on the wall.

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