The New Year is a perfect time to review your employee training programs. Have you identified all the hazards in your workplace? Is your Accident Prevention Program up to date? Do your employees have the skill, awareness and competency to recognize hazards and take the necessary precautions?

Start the New Year off right by reviewing these important elements. Make ZERO accidents your goal for the year, and ZERO in on any problem areas that you find.

Need help? L&I’s A-to-Z topic index offers instant access to a wide range of topics, plus rules and research: www.Lni.wa.gov/Safety/Topics/AtoZ.

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Weekly Safety and Health Tips
1. Start the New Year off by updating your safety and health Accident Prevention Program (APP).
2. Review training records to ensure all employees have received required training.
3. Talk with employees about near misses and safety concerns.
4. Encourage employees to raise concerns, and address their concerns with positive changes.
5. Send employees to specialized training, seminars and/or safety and health conferences.
This vintage poster might be 50 years old but the message hasn’t changed. Our Valentine wish for the future is that all Washington workplaces be as safe and healthy as possible.

If you aren’t sure how to get started, we can help! L&I’s consultants and risk managers can help you prevent workplace injuries and illnesses and even save money on your workers’ compensation costs.

There’s no cost for a consultation, and it’s completely confidential. There are no fines or penalties, although you will need to fix any hazards that are found.

Visit www.Lni.wa.gov/SafetyConsultants to learn more about this no-cost service from L&I.

Weekly Safety and Health Tips

1. Focus on getting to the heart of safety and health problems versus just solving problems.
3. Make sure your Accident Prevention Program (APP) is being used and is effective. This will help ensure your employees feel safe and also help avoid costly injuries and illnesses.
4. Investigate all injuries and near misses to prevent these issues from happening to other employees.
5. Don’t forget to post your OSHA 300 log if you are required to do so. Information on this log can help you track and address any reoccurring injuries and illnesses.
The wise owl in this vintage poster is reminding us that March is Workplace Eye Wellness Month. That’s important because eye injuries cost U.S. employers more than $300 million a year in lost production time, medical expenses and workers’ compensation costs. And that dollar figure doesn’t come close to reflecting the personal toll these accidents take on injured workers and their families.

The good news is these injuries are preventable. Fully 90% of workplace eye injuries can be prevented through the use of appropriate eye protection, according to the U.S. Department of Labor. Whether it’s goggles, helmets, face shields or just safety glasses, simply wearing them will protect—and in many cases—save eyesight.

Don’t risk costly injuries. Set aside some time this month to focus on eye safety in your workplace. For more information, visit www.Lni.wa.gov/Safety/Topics/AtoZ and click on “E” to learn more about “Eye Protection” and “Eyewash.”

Weekly Safety and Health Tips

1. Do a hazard assessment for personal protective equipment (PPE) to identify hazards and determine if PPE is necessary.
2. Make sure all eye protection worn by your employees meets the American National Standard Institute (ANSI) guidelines.
3. Ensure that eyewashes are readily available.
4. Inspect eyewash stations to be sure they are maintained in good working condition.
5. Post signs in areas where specific PPE is required.
Does your business hire young workers? Young workers can be assets to your workforce. They are enthusiastic and eager to learn. However, like other new and inexperienced workers, young workers can be at higher risk of getting injured on the job when they don’t receive adequate safety training and supervision.

Young and/or inexperienced workers may be hearing about safety for the first time from you. In that case, it’s more important than ever to emphasize that safety comes first in your workplace.

When hiring young workers, help them get a good start to their working lives with the right safety training and extra supervision. Don’t take it for granted that they will recognize a hazard and know what to do. Encourage them to ask questions.

Important note: Before you hire anyone younger than 18, be sure you know the rules. Learn more at www.Lni.wa.gov/TeenWorkers.

Weekly Safety and Health Tips

1. Develop a training tracking system for new and seasoned employees to ensure they are getting the knowledge needed to do their job safely.
2. Pair new hires with an experienced worker.
3. Communicate clearly with other workers. Don’t assume anyone knows what you’re thinking.
4. Learn from near misses to understand what happened and how to avoid future incidents.
5. Ensure only trained staff operate machinery and equipment.
Getting your employees to speak up when they see a problem can be a challenge. Are they involved in making the workplace safer? Involving employees and considering their ideas is a critical part of safety and health management. That’s why safety meetings and/or safety committees are required* in Washington workplaces.

Employee engagement can be a powerful method for improving safety performance. Involved workers are more likely to follow safety rules and to speak up if they see a problem. They are also in the best position to spot a hazard—since they are the ones doing the work.

Encourage your employees to speak up and when they do, respect their ideas and concerns. Address the issues and let everyone know when safety improvements have been made.


Weekly Safety and Health Tips
1. Involve employees and encourage them to spot, report and correct hazards before someone gets hurt.
2. Recognize employees who actively participate in promoting safety and health in the workplace.
3. Revisit your Accident Prevention Program policies and procedures with your employees to ensure everyone understands the importance of safety and health on the job.
4. Give your employees specific training on the hazards of their jobs and how to operate equipment.

MAY 2017

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JUNE 2017

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10th Annual Construction Safety Day
Event Info: www.wagovconf.org
Do your employees feel free to ask questions or are they as unsure as the fellow in this vintage poster? There are a lot of reasons why employees might not speak up when they have concerns about safety or how to do their jobs.

New employees or younger workers are less likely to speak up or ask questions about how to do a job safely. They want to make a good impression and show they are capable.

Others might not want to be seen as complainers or are worried about losing their job. Still others might just think it’s the nature of the job that certain things are dangerous or that you could get hurt.

As an employer, you can do more to encourage workers to speak up and ask questions if they are in doubt. Seek safety suggestions and concerns, and address them in a timely manner. Thank them for their ideas. If you respond positively to your workers, they’ll soon learn that it’s OK to speak up or ask questions.

Weekly Safety and Health Tips

1. Have an open-door policy so employees can drop by and discuss safety and health concerns without fear of reprisal.
2. Seek safety suggestions and concerns from employees, and address them in a timely manner.
3. Set a positive example for employees when it comes to safety and health by following all safety requirements in the workplace.
4. Implement a stop, look, listen and observe policy for employees to become active in safety and health.
5. Invest in your employees’ safety and health by sending them to training events, such as Agriculture Safety Day, Governor’s Safety and Health Conference or Construction Safety Day.
Horsing around at work can mean different things, from roughhousing to pranks. It might seem fun at the time, but it won’t be if someone gets hurt—and chances are likelier that someone will get hurt. That’s because when you’re horsing around, you’re not paying attention to other things, such as safety.

If horseplay is an issue in your workplace, talk to your employees about what’s appropriate at work. If necessary, develop a disciplinary policy as part of your safety program to discourage it. Be clear about what’s OK, such as having a little fun on breaks, and what’s not, such as roughhousing around heavy machinery. Talk about it at regular safety meetings so that employees know it’s a serious matter.

Whatever you do, don’t ignore it hoping that nothing bad will happen. Horseplay at work creates unnecessary risks that can lead to serious injuries and lost productivity.

Weekly Safety and Health Tips
1. Develop and implement a disciplinary policy as part of your safety and health program to discourage employees from participating in unsafe acts.
2. Don’t let employees operate machinery or equipment unless they are properly trained on how to use and operate safely.
3. Use your safety bulletin board to reinforce safety messages and post educational materials.
4. Don’t rely on new employees’ prior experience. You don’t know the quality of training they received and the circumstances may have been different. All employees need specific training.
5. Implement a safety and health reporting system for employees who witness unsafe acts so that they can report them without fear of repercussions.
The message on this vintage poster is just as important today as it was then. Today, however, there are better strategies to control workers’ comp costs and help injured workers recover from a workplace injury. L&I’s Stay at Work Program is one of those strategies.

Stay at Work is a financial incentive that encourages employers to bring their injured workers quickly and safely back to light-duty or transitional work by reimbursing them for some of their costs. Eligible employers can be reimbursed for 50% of the base wages they pay to the injured workers and for some of the costs for training, tools or clothing needed for the light-duty job.

Getting back to work speeds an injured worker’s recovery and reduces the financial impact of a workers’ compensation claim.

Preventing an injury from happening in the first place will always be the surest way to control costs, but it’s good planning to learn how you can help your employee recover if an injury does occur. Learn more at www.Lni.wa.gov/StayAtWork.

Weekly Safety and Health Tips
1. Retrain employees when work processes change, new hazards are identified or when an injury or near-miss incident occurs.
2. Celebrate success by recognizing employees for safe and healthy work practices.
3. Use a variety of training methods, such as hands-on training, a workshop or safety conference, or use L&I videos and online training modules. Make it interactive and interesting.
4. Provide the right safety gear for the job and inspect it regularly for wear, tear and proper installation.
5. Encourage your employees to participate in weekly or monthly safety and health self-inspections around work areas.
Everyone looks forward to time off to get caught up on yard work, remodel the house, climb mountains, hit the gym or many other strenuous activities that people do in their free time. However, some might not be as safety-conscious outside of work as they are when they’re on the clock.

This vintage poster reminds us that the end of vacation season is a good time to revisit important safety topics and make sure all employees are fully engaged and paying attention once they’re back to work. Consider whether any work processes changed while employees were gone or if new hazards were identified. If so, you might need to schedule some refresher training to get everyone up to speed.


Weekly Safety and Health Tips

1. Train employees often in the proper use of safeguarding and personal protective equipment.
2. Inform and train employees about hazardous chemicals in your workplace and review the Safety Data Sheets (SDS).
3. Use the Job Hazard Analysis to identify hazards where a worker could be struck by an object, a moving vehicle, machinery, falling objects, etc., and take steps to reduce or eliminate the hazards: www.Lni.wa.gov/Safety/Topics/AtoZ/JHA.
4. Evaluate your workplace for violence, which can include physical violence, harassment, intimidation or other threatening disruptive behavior.
5. Create a culture of safety by making it a workplace priority.
Most workplace injuries are preventable, and there’s usually always more you can do to reduce risk or eliminate hazards in your workplace. Keep your workplace safe by incorporating these three keys to safety into your daily operation:

1. Awareness of workplace hazards.
2. Knowledge of workplace safety rules.
3. Training employees to recognize the hazards and how to work safely.

These three keys are fundamental elements of an Accident Prevention Program, or APP. All employers are required to create a written APP, and many employers consider it to be the cornerstone of their overall safety program.

L&I offers many resources and tools to help employers create and update their APP at www.Lni.wa.gov/Safety/Topics/AtoZ/APP. You’ll find sample programs, tips for safety meetings, and more resources to help create the best APP for your workplace.

Weekly Safety and Health Tips

1. Develop a safety and health checklist system for employees to use to inspect and detect any issues with equipment, tools or machinery prior to its use.
2. Implement a “tag-out” system for faulty and damaged equipment, tools, machinery or ladders so they can be taken out of service.
3. Inspect and service equipment, tools or machinery often to keep in good operating condition.
4. Develop a process for tracking service repair requests for equipment, tools or machinery to ensure they are in good working order prior to being put back into service.
5. Encourage employees in a positive way to maintain their personal protective equipment in good condition.
The little guy in this vintage poster already knows he wants to be like daddy when he grows up, and that includes wearing his personal protective equipment (PPE). His daddy knows that wearing the proper PPE increases the likelihood that he’ll go home safe and sound at the end of the day.

Every day, workers in many industries are exposed to hazards that can lead to serious and costly injuries, such as broken bones, bruises and severe cuts. Some may suffer a permanent disability or even death.

Hardhats, goggles, fall protection systems, respirators, hearing protection, gloves, hi-vis vests and steel-toed shoes can help prevent the most common injuries.

PPE can protect your workers but it must be the right equipment for the job. Training is equally important to ensure correct use and maintenance, and so that employees fully understand the importance of the PPE and why it’s necessary.

Learn more at the PPE topic page, online at www.Lni.wa.gov/Safety/Topics/AtoZ. Click on “P” for PPE.

Weekly Safety and Health Tips
1. Conduct a job hazard analysis for PPE to determine what type of PPE is needed.
2. Train employees on the proper use, care, storage and maintenance of PPE, and document the training.
3. Provide PPE at no cost to your employees, and make sure they use it properly.
4. Inspect PPE regularly to make sure it is in good condition, and replace it when needed.
You don’t have to be a detective to find and fix safety and health hazards in your workplace. Hazard identification is required for all employers, and no matter the size or type of business you run, there are steps to help you find and fix hazards.

Job Hazard Analysis (JHA) is a practical approach recommended to identify hazards and possible solutions. When conducting a JHA, you observe each job task; talk with employees about routine and infrequent tasks, near misses and safety concerns; and review company records and incident reports to identify hazardous tasks.

Consider the full range of safety and health hazards, from machine safety to noise to chemical and biological hazards.

You may need to get assistance from a safety and health professional to conduct a JHA. L&I offers resources and onsite consultation visits at no cost if you have questions.


Weekly Safety and Health Tips

1. Talk with employers about routine and infrequent tasks, near misses and safety concerns to identify hazardous tasks.
2. Develop and implement a workplace violence program as part of your overall accident-prevention program.
3. Develop and implement an emergency-in-the-workplace action plan and review with employees.
4. Make sure that equipment such as security cameras, alarms, panic buttons and lighting are inspected to ensure they are functioning properly.
For employers
Get a free safety and health consultation. L&I consultants can help you prevent workplace injuries and illnesses and even save money on your workers’ compensation premiums. A consultant can visit at your convenience and:
- Explain the safety and health rules for your business.
- Review or help develop your required safety and health programs.
- Provide a risk assessment and offer suggestions for effectively managing claims.
Consultants will not cite you for safety or health hazards, but will give you time to fix the hazard(s) and help you with correction options. For more information, visit www.Lni.wa.gov/SafetyConsultants or call the L&I office nearest you.

For workers
Although you must follow the safety and health rules that apply to your job, everyone has the right to a safe and healthy workplace.
If you notice a safety or health hazard at your workplace, tell your employer. If your employer fails to take action, you can contact L&I. Your employer cannot discipline you or retaliate against you in any way for notifying L&I about a hazard or for filing a complaint. Learn more about your rights at www.Lni.wa.gov/WorkplaceRights (click on Complaints/Discrimination) or call 1-800-423-7233.

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/SafetyTopics/AtoZ.
- Online Videos: Online safety and health videos covering many general and industry-specific topics, as well as short one-minute videos to raise awareness about everyday hazards. Find them at: www.EyeOnSafety.info.

Safety and Health Management Never Goes Out of Style
L&I offers a multitude of online training in the form of YouTube, e-Lessons, webcasts and more, but don’t miss the live events that are offered throughout the year to help meet your safety and health management needs.

13th Annual Agriculture Safety Day, February 1, 2017
If you’re in the agricultural business, don’t miss Agriculture Safety Day, offered each February in Wenatchee. It is a full day of training on issues that employers and workers in the agriculture industry have identified as the most important to them. Several workshops are offered in both English and Spanish, and WDAS pesticide credits are available for some classes. Don’t miss out on this great training opportunity for yourself and/or your workers and supervisors.

10th Annual Construction Safety Day, May 12, 2017
Join others in your industry at the Puylup Event Center for a full day of training for construction employers, supervisors and workers on the latest in safety for industry-specific hazards. The conference features a keynote speaker, workshops and an exhibitor fair with product displays, demonstrations and educational booths. Workshops include topics such as fall prevention, using ladders, excavation and trenching, drug awareness, machinery and others.

66th Annual Governor’s Industrial Safety and Health Conference, September 19 and 20, 2017
Every year the Governor’s Industrial Safety and Health Conference offers two days of training and education, providing the latest tools, technologies and strategies for workplace safety and health. The conference, held in Tacoma this year, attracts approximately 1,000 attendees and offers hundreds of workshops, booths, and demonstrations on a diversity of industry topics. Special events include the annual Forklift Rodeo, where professional drivers compete for prizes, and the Poletop Rescue, where the best utility crews in the state compete in a poletop rescue exercise that teaches people about proper rescue techniques.

Eye on Safety Video Training
If you’re unsure how to fill out an OSHA 300 form or when to report an injury to L&I, check out our new Recordskeeping & Reporting Webcast, a fun fresh approach to training, online at www.EyeOnSafety.info.
At Eye on Safety, you’ll find video training to support your safety and health goals, such as when you need topics for safety meetings. From one-minute awareness videos to in-depth investigation stories, Eye on Safety is your source for online training.

New topics are added regularly.
Visit www.EyeOnSafety.info often to find the latest information.

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.

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<td>Aberdeen</td>
<td>360-533-9200</td>
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<td>Bellevue</td>
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<td>Bellingham</td>
<td>360-647-7300</td>
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<td>Bremerton</td>
<td>360-415-4000</td>
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<td>East Wenatche</td>
<td>509-386-5900 or 1-800-292-5920</td>
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<td>Yakima</td>
<td>509-454-3700 or 1-800-294-5493</td>
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In this second calendar featuring vintage safety posters, the Washington State Department of Labor & Industries would like to acknowledge the artists.

The original art in the posters was created beginning in the 1960s by graphic artists who were hired to work in L&I’s new Safety Education Division.

Many of the posters are the work of Johnny Mildenberger, a graphic artist at L&I for more than 27 years. Johnny’s previous experience was as an animator and illustrator for Walt Disney Productions. At L&I, he used his artistry to create many clever and colorful safety posters.

The graphic artists used humor and other attention-grabbing illustrations to depict workplace hazards and present safety messages. Today, graphic designers use photographs, computer animation, design software, video and other mediums to develop materials that promote safe and healthy workplaces.

Whether your tastes tend toward the nostalgic or contemporary, one thing is certain: style may change but our message of safety and health in Washington State never goes out of style.

This calendar lists federal holidays and/or the days the federal holidays are observed in 2017.

Note: Washington State government is open on Columbus Day and closed the day after Thanksgiving.

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