

**Washington Floral Service Accident Prevention
Program (APP)**



Accident Prevention Program

Washington Floral Service

Element 1 - Safety Orientation: Each employee will be given a safety orientation by Melinda Russell 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 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.
 - Coordinate and cooperate with all other employees in an attempt to eliminate accidents.
 - Study and observe all safe practices governing your work
 - Offer suggestions, where these suggestions may contribute to a safer work environment.
 - Promptly report to your immediate supervisor any accident, injury or occupational illness.
- Lifting Safety
 - Many of the jobs at WFS require extensive lifting and carrying. It is very important for your long term health that proper lifting guidelines be followed.
 - When lifting heavy boxes, always lift with your knees- never bend at the back or lift straight legged.
- Ladder Use
 - When accessing product with the rolling ladders, never climb above the top platform or on any of the railings and reach the shelves from straight ahead – never lean.
- Knife or Cutter Use
 - When using sharp instruments such as knives, use caution to keep hands and body out of the knives path.
 - Cut away from yourself when possible.
 - Take care to pay attention to others while using shap instruments and keep your knife away from others.
 - When using a cutter keep fingers out of the blades path and take caution to keep others away from the blade as well.
- Cooler Hazards

- The floor will frequently have small amounts of water from flower buckets which can cause a slippery surface. Take care to note when there are wet conditions and avoid them when possible.
- Employees are also expected to clean up spills and problems as they come across them to avoid hazard to both other employees and customers.
- Employees that will be in the cooler frequently are advised and encouraged to wear slip resistant footwear with effective tread.
- Strapper Use and Safety
 - When using the box strapping machine it is important to keep your fingers out of the strap. Failure to keep hands and fingers away from strap while it is tightening can result in sever injury or even amputation.
- Forklift Use and Restriction
 - Forklifts are only to be operated by those who are authorized, as well as trained and certified to do so.
 - Care must be taken to avoid tipping or collision when operating the forklift.
 - The operator must also be mindful of others in the area while driving forklift, so as to avoid injury to bystanders.
- Bucket Cleaner Use
 - While employees use the bucket cleaner it is important that they keep hands and body away and out of moving parts of the machine. Contact could result in injury.
 - Eye protection must be worn while using the bucket cleaner to avoid flying material entering the eye.
 - Safety glasses are available to the employee for this purpose.
- Walk Behind Floor Cleaner
 - Employees using the floor buffer/cleaner must be sure to keep hands and feet away from moving parts at all time.
 - Care must also be taken to avoid injuring others by collision or contact.
- Bucket Filling
 - Filling buckets often results in spills on the floor which can be a slipping hazard.
 - Employees must be cautious when working in wet environments.
 - Employees also need to be aware that we use a flower preservative in our water system used for filling buckets. This water is not to be ingested or consumed.
 - There is also a small possibility that any given employee may, if a sensitivity is noticed, develop an allergic response after contact. Employees are encouraged to rinse their skin well with untreated water after contact or wear gloves to avoid contact with hands if necessary.

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 Melinda Russell.
- There is a first aid kit located on the cooler in front of the counter and in the main office.
- We require all supervisors to have first-aid/CPR training.¹
- We have also posted emergency phone numbers on the first aid box.

3. How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, immediately report it to Melinda Russell.

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

- An evacuation map for the building is posted in all bathrooms. 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.
- If you discover a fire:² Tell another person immediately. Call or have them call 911 and a supervisor.
 - 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
 - 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.

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work 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 injury.
- You will be instructed by Melinda Russel or your immediate supervisor in using the manufacturer's instructions that are attached to this program how to use and care for these PPE.

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

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

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

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.

- Before you are first assigned a task, Melinda Russell or your assigned immediate supervisor 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 the required training and PPE.

Element 2 - Safety Committee

- Our committee will consist of Melinda Russell and Chris Berglund from the management team
- Employee members will be:
 - Employee #1 Name _____
 - Employee #2 Name _____
- 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 quarterly on the first Tuesday of the new quarter. This may be changed by vote of the committee.
- A committee member will be designated each month to keep minutes.⁵

⁵ Tailored to assign responsibility for keeping minutes.