

## Accident Prevention Program

You must have a written accident prevention program that is tailored to your workplace. An accident prevention program is a written plan to prevent on-the-job accidents, illnesses, and injuries. Your accident prevention program or plan must contain the following:

- A safety orientation;
- A description of your total safety and health program;
- The designation of a safety committee if you have 11 or more FTEs, or monthly safety meetings;
- An on-the-job orientation showing employees what they need to know to perform their initial job assignments safely;
- Instructions for reporting on-the-job injuries;
- The location of first-aid facilities in your workplace;
- Instructions for how to report unsafe conditions and practices;
- Instructions on the proper use and care of required personal protective equipment (PPE);
- Emergency procedures, including emergency exit procedures;
- Instructions for how to identify hazardous substances you use; and,
- Instructions about the proper emergency actions to take after an accidental exposure.

In addition to the written accident prevention plan, you must show evidence that you conduct safety training. You must develop, supervise, implement, and enforce training programs to improve the skill, awareness, and competency of all your employees in the field of occupational safety and health. To meet this requirement, provide on-the-job instruction to your employees about hazards in your workplace prior to their job assignments.