NONPROFIT LABOR & INDUSTRIES NAVIGATOR

ACTION GUIDE

SAFETY AND HEALTH FOR NONPROFITS

What to know

- ❑ As a responsible nonprofit leader, your utmost **priority** is ensuring the safety and well-being of your staff and volunteers.
- ❑ The Washington State Department of Labor & Industries oversees **safety and health law** in Washington.
- ❑ Safety and health law includes **five core rules** that nonprofits have to follow. We've provided a highlight of each one below.
- ❑ You are required to have a **safety committee or safety meetings**:
  - A safety committee that meets regularly is required if you have more than 10 employees.
  - If you have 10 or fewer employees, you must include safety topics in regular meetings.
- ❑ You are required to have a **written Accident Prevention Program**.
  - This is true even if your employees work from home.
- ❑ You are required to have a **safety bulletin board** if you have a fixed workplace and 8 or more workers.
- ❑ You are required to provide **first aid materials**, including regular training.
- ❑ You must provide **fire extinguishers** appropriate for the kinds of fires that are likely in your facility.

Next steps

- ❑ Your Accident Prevention Program is a good place to start with next steps. If you don't have one, stop right now and create one using Word or Google Docs. There are also resources for this on the L&I website.
- ❑ Walk through your space and make notes about next steps.
  - Check your safety bulletin board. Does it have directions to the nearest hospital and information on how to file an accident or injury report?
  - Check fire extinguishers and expiration dates.
  - Check first aid materials and expiration dates. Schedule first aid training.

Watch the video

Use this QR code to watch a short video on your phone:

https://nonprofitlearning.center/LNI-safety/

This Action Guide is part of the Nonprofit Labor & Industries Navigator series. We've created learning tools with what you need to know to keep your nonprofit compliant. **Download the Nonprofit Labor & Industries Navigator Guide: nonprofitlearning.center/LNI**