VIDEO TRANSCRIPT

Five Safety and Health Items You Need to Know

Welcome to the Nonprofit Labor & Industries Navigator. We make sure you can find your way through worker-related rules to ensure the people delivering your mission are safe, healthy, and secure.

Washington State Department of Labor & Industries oversees safety and health law in Washington. As a responsible nonprofit leader, your utmost priority is ensuring the safety and well-being of your staff and volunteers, so there are five safety and health items that we want to make sure you know about.

Let's walk through them one by one.

First, it's important that you're *talking* about safety. How this happens depends on the size of your organization. If you have 10 or fewer employees, you must have safety as a topic during your regular meetings. More than 10 employees, you are required to have a safety committee.

Second, every nonprofit is required to have an Accident Prevention Program. This is a written document that describes your prevention and response plan related to accidents. This is where you put in writing everything you're doing to make sure that people are safe and healthy, and how you will respond if an accident happens. Do your employees work from home? You still need an Accident Prevention Program that addresses the circumstances in which they are working.

Third, you're required to have a safety bulletin board if you have a fixed workplace and 8 or more workers. This is where you make public your key documents and resources. So this is where you could post your Accident Prevention Program. This is a great place to share your safety meeting agenda and minutes or the members of your safety committee. Post your WISHA job safety and health law poster here, as well as your workers' compensation poster. Include your emergency contact person's name and phone numbers, where the first aid kit is, and where the emergency exit is. If you don't have a physical space, such as a farmers' market, consider a safety binder or some other tool that makes information accessible.

Fourth, you're required to provide first aid materials, and this includes regular training. Document your nearest clinic or hospital. Make sure you provide adequate first aid training for someone on your team.

Finally, provide fire extinguishers appropriate to the kinds of fires that you're likely to face. There are different classes of fire extinguishers, according to what kinds of fires they put out. Make sure you have the right fire extinguisher for the work that you do and that your people know where they are.

Your people matter so we want to make sure that they stay safe and healthy and ready to serve your mission.

Learn more about worker-related rules by downloading the Nonprofit Labor & Industries guide at https://www.nonprofitlearning.center/LNI.