

ACCIDENT PREVENTION PROGRAM

Anthro Northwest

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Anthro Northwest

Element 1 - Safety Orientation: Each employee and volunteer is required to complete safety orientation training before performing work at Anthro Northwest. This consists of some literature to read as well as a training video. 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, marijuana or illegal drugs or using them at ANW 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 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.

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 operations. There is a first aid kit located in the operations room.
- If you need first-aid or CPR a member of F.L.A.R.E. will assist you.
- Emergency numbers are posted in the operations room.

3. How to report unsafe conditions and practices.

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

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

- Master copies of evacuation maps for the building are posted in Engineering. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. Local evacuation maps are posted where required by law around the hotel.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of your orientation if that is part of the fire emergency action plan.
- If you discover a fire: 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, evacuate immediately.
- 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, a supervisor will tell hotel engineering to turn off the gas at the main.
 - 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.

- Anthro Northwest staff, employees and volunteers are not allowed to use or have access to hazardous chemicals.
- Your supervisor will contact the hotel if the use of a hazardous chemical is required.

6. Use and care of required personal protective equipment (PPE).

- Tasks that require PPE are handled by the hotel staff.
- Do not engage in a task that requires PPE.

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

- Before you are first assigned a task, your supervisor will show you what to do along with safety instructions.
- We have established safety rules 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.

Element 2 - Safety Committee

- Our committee will consist of the president, the director of operations and a member of F.L.A.R.E.
- The regularly scheduled meeting is during the Annual board meeting of Anthro Northwest Charities.
- The secretary will be designated each month to keep minutes.
- To get in touch with the safety committee directly contact the board through the about page on www.anthronw.com