

**WAC 296-32-22512 Accident prevention program and safety meetings.** (1) Each employer must develop a written formal accident prevention program as outlined in WAC 296-800-140, tailored to the needs of the particular plant or operation and to the type of hazard involved.

**Note:** The department may be contacted for assistance in developing appropriate programs.

(2) If you employ eleven or more employees on the same shift and at the same location, you must establish a safety committee as required in WAC 296-800-13020.

(3) If you have ten or fewer employees or you have eleven or more employees that work on different shifts with ten or fewer employees on each shift or work in widely separate locations with ten or fewer employees at each location, you may have safety meetings.

(a) The employer must hold safety meetings at least once a month. Meetings must be held at a reasonable time and place as selected by the employer.

(b) The employer must require all employees subject to provisions of this chapter to attend said meetings.

**Note:** Provided the employees whose presence is otherwise required by reason of an emergency or whose function is such that they cannot leave their station or cease their work without serious detriment to the service provided.

(c) Rosters and topics discussed must be kept for each safety meeting and kept for a period of one year.

(4) For field work, every employer must conduct crew leader-crew safety meetings and job briefings as follows:

(a) Crew leader-crew safety meetings must be held at the beginning of each job, and at least weekly thereafter.

(b) Crew leader-crew meetings should be tailored to the particular operation.

(c) Crew leader-crew safety meetings must address the following:

(i) Hazards associated with the job.

(ii) Work procedures involved.

(iii) Special precautions.

(iv) Personal protective equipment requirements.

(d) Attendance must be documented.

(e) Subjects discussed must be documented.

(f) An employee working alone need not conduct a job briefing. However, the employer must ensure that the tasks to be performed are planned as if a briefing were required.

(5) It must be the responsibility of management to develop and maintain a written chemical hazard communication program as required by chapter 296-901 WAC, which will provide information to all employees relative to hazardous chemicals or substances to which they are exposed, or may become exposed, in the course of their employment.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 20-20-109, § 296-32-22512, filed 10/6/20, effective 11/6/20. Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060, and chapter 49.17 RCW. WSR 17-20-069, § 296-32-22512, filed 10/2/17, effective 1/1/18.]