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Accident Prevention Program (APP) Checklist

Before using the Accident Prevention Program Tool, gather as much of the following information as you can. Don't worry if you don't have everything; you are creating an outline, and you'll continue editing the APP in Word after it's generated.

- Name of the nonprofit organization
- Address covered by this Accident Prevention Program (you may need more than one APP if you have different facilities)
- Name of the person responsible for conducting safety orientations
- Phone and email of the person responsible for conducting safety orientations
- Name of the person to whom an injury or illness on the job should be reported
- Location of the first aid kit
- Name of person/people who are trained in first aid or CPR
- Location of the emergency phone number list
- Location of the building evacuation map
- What to do in a fire emergency
- Location of fire extinguishers
- Who is trained in the use of fire extinguishers
- What to do in an earthquake
- Where the emergency shutoffs are located
- Where to gather after an earthquake
- What to do in the event of violence or an active shooter
- Name of person responsible for drills or preparation in case of violence or an active shooter
- Name of person to whom hazards or unsafe practices should be reported
- Safety meeting policy (if you have 10 or fewer employees)
- Safety committee policy (if you have 11 or more employees)
- Additional areas of safety concern that apply to your facility and organization (you only need to know which ones apply — you will complete the details in the Word document):
 - Personal Protective Equipment (PPE)
 - Food Safety
 - Driving/Vehicle Operation
 - Burns and Scalds
 - Medications or Hazardous Substances
 - Safe Lifting
 - Slips and Falls
 - Electrical Hazards
 - Cut Prevention/Knife Safety
 - Heavy Equipment Use