



January 2019

Dear Auto RETRO Members;

Now that the holidays are over it is time to get back to basics and making sure that record keeping is up to date, such as; is the safety meeting binder current? It is also a good time to review your Accident Prevention Program and make any adjustments for 2018. How about the OSHA Log - updated to be ready for posting in February? Some of you may also have to [file electronically](#).

To assist you at your monthly safety meeting, we are recommending these topics:

First topic is: **Slip Trip Fall**. Slips, trips, and falls are among the most common in work place accidents. Employees, employers, and customers are put at risk for serious injury when slip, trip, and fall hazards aren't noticed and fixed in parking lots, walkways, stairwells, and other work locations. Fortunately, with proper training, housekeeping techniques, and encouraging a safety culture in the work place, you can spot, report, and correct these hazards before someone gets hurt.

Check out [SAFEME Essentials](#) app and take the Slip Trip Falls module.

Slips-Trips-Falls Handout

There are some great videos on [RASI SAFETYTV](#) about this topic.

A [printable sign is available here](#).

For personal safety tips there is information from the National Safety Council [here](#).

The second item is: **OSHA Logs**. Many of our members have to maintain annual accident logs for the prior year. Your 2018 log (Form 300) needs to be updated onto a summary sheet (Form 300A), which will have to be posted in your break room from 2/1/2019 until 04/30/2019 on the bulletin board for all employees to review. There are several variables on who records and what kind of accident is recordable with [additional information available here](#).

If you need forms [go here](#).

To see if you are [exempt from reporting](#).

Of course, I am another resource to assist you with this and can be reached at the contacts below.

Thinking safety for you,

Rick Means, CSMP

Safety Specialist

Retail Association Services

618 Quince SE Olympia, WA 98501

rick.means@retailassociationservices.com

360-943-9198 ext. 18