January 2020

Dear 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? How about the OSHA Log - updated to be ready for posting in February? It is also a good time to review your Accident Prevention Program and make any adjustments for 2020. To assist you at your monthly safety meeting, we are recommending these topics:

First topic: **Winter Hazards.** As winter approaches there are additional hazards to watch out for, areas such as parking lot safety, use of extra space heaters and the potential of overloading electrical circuits, ice/snow removal, cold temperatures that can cause freezing pipes which can lead to water damage in the store and how to drive in slick conditions. Here is some information to help you with those topics:

[Parking lot safety](https://www.retailassociationservices.com/wp-content/uploads/2017/12/Winter-Parking-Lot-Safety.pdf)

[General Emergency standards](https://www.osha.gov/OshDoc/data_General_Facts/factsheet-workplaceevergencies.pdf)

[Driving Tips](http://www.ccohs.ca/oshanswers/safety_haz/icesnow.html)

[Cold/Stress Equation](https://www.retailassociationservices.com/wp-content/uploads/2017/12/Cold-Stress-Equation.pdf)

Second topic: **OSHA 300 logs.** Many of our members must maintain annual accident logs for the prior year. The Occupational Safety & Health Administration exempts many sorts of businesses from this reporting requirement depending on their risk class. Retail members with 10 or fewer employees are exempt, but our larger retail and all automotive members will need to report. Go here to see if you are [exempt from reporting](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12791) or contact Rick if you have questions.

If you have determined that you are a company that must record, you should have the OSHA 300 form updated with ‘recordable’ incidents for all of 2019. For a decision tree on what is considered recordable incidents [go here.](https://waretailservices.com/wp-content/uploads/safety-library/Enhanced-5-step-process-with-First-aid-and-more.pdf) The next step would be to transfer the OSHA 2019 log (form 300) recordable totals onto the OSHA Summary sheet (300A). The OSHA summary sheet, **form 300A, will need to be posted from 2/1/2020 until 04/30/2020** on the safety bulletin board for all employees to review. If you need forms go [here](http://www.bls.gov/respondents/iif/forms/oshaforms.pdf).

An extra step this year for employers with 250 or more employees, you will need to electronically file the 300A to Federal OSHA [here](https://www.osha.gov/injuryreporting/index.html) by March 2, 2020.

Here at WRA, we want all employees to take the time and be safe! Remember, DOSH can fine your business if you are not holding and documenting regular safety meetings.

Helping you with safety,

***Rick Means***

Director of Safety and Education

618 Quince SE Olympia, WA 98501

[rick.means@retailassociationservices.com](mailto:rick.means@retailassociationservices.com)

360-943-9198 ext. 118