



January 2021

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? It is also a good time to review your Accident Prevention Program and make any adjustments for 2021. How about the OSHA Log is it updated to be ready for posting the 300A February 1st? If you have 20 or more employees and not [exempt](#), you must also [file 300A electronically](#).

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

Slip Trip Fall. Slips, trips, and falls are among the most common in workplace accidents. Employees, employers, and customers are put at risk for serious injury when slip, trip, and fall hazards are not 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 workplace, 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 [RS SafetyTV](#) about this topic.

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

OSHA Logs. Many of auto members have to maintain annual accident logs for the prior year. Your 2020 log (Form 300) needs to be updated onto a summary sheet (Form 300A), which will have to be posted in your break room from 2/1/2021 until 04/30/2021 for all employees to review.



- There are several variables on who records and what kind of accident is recordable and here is a [decision tree](#) to help you.
- 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.

Reducing L&I citations. When an L&I Compliance inspector shows up at the door, the first things he is going to ask you for is your:

- Accident Prevention Program
- Safety Meeting notes
- Hazard Chemical Program (if you regularly use chemicals in the shop)
- Training records (PPE, Forklift, First Aid, etc.)
- Any Accident Investigation Reports



Coincidentally the top five cited items for 2020 were:

1. GHS/Hazardous Chemical Program - lack of program
2. Accident Prevention Program - lack of or not current to operation
3. Safety Meetings - lack of or poor documentation
4. Personal Protective Equipment - not using or lack of training
5. First Aid - lack of trained card holders or cards expired

Each one of these have adjustable dollar values assigned to them, and the numbers can add up quickly, especially if you have been notified of these deficiencies before.

Depending on how thorough your records are, will set the stage for the rest of the meeting. Missing and incomplete items create flags in the inspector's mind and often leads to digging deeper into your operation. If you have questions or need help with these topics, please contact me so we can get these basic items put in place and avoid raising those flags with the inspector.

Thinking safety for you,

Rick Means, CSMP

Director of Safety & Education
Retail Services

618 Quince SE Olympia, WA 98501

rmeans@waretailservices.com

360-943-9198 ext. 118