

December 2021

Hello RETRO Members;

December is National Highway Traffic Safety Administration [Stop Impaired Driving Month](#). It is now commonly referred to as impaired driving because it encompasses alcohol and drugs.

These substances take time to work their way through the human body. Employees can arrive at work the following day and still can be impaired, even though many hours may have passed since partaking of the substance and can affect the safety of the employee and their coworkers.



Please review and update your policies, being sure to address alcohol, prescription drug abuse, and recreational drugs as well.

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**Open/Closing Safety** – Retail stores often have a span of work shifts which can place those employees who open or close the store at risk for robbery or other safety hazards. Some operations offer their customers 24-hour service, putting employees working non-daylight hours at a higher risk.

It is worth taking time to review your opening and closing policies and ensure your employees are trained and prepared for any type of incident.

Resources:

- [RS Safety Library](#) has a section on *Working Late* and *Violence* to help you on this topic.
  - Here is the [L&I Rule](#) for reference.
  - **SAFE ME** has a Workplace Violence module that makes a great safety meeting topic. [ENG](#) [ESP](#)
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**Fire Safety** - It is an excellent time to review fire safety by:

- Checking fire alarms and smoke detectors.
- Looking over the heating systems and electrical equipment for proper functionality.
- How are the fire extinguishers holding up? Do you have enough for your location?
- Are emergency exit doors free from blockage and operating correctly?
- If a fire were to happen, would you be ready to act?
- Are plans in place for everyone to exit safely?



Review the roles of who calls the Fire Department, who directs customers to exit the store, where employees should meet during an emergency, and be prepared should a fire happen at your shop.

Resources:

- [RS Safety Library](#) for handouts and a PowerPoint in the *Fire* section.
- [RS SafetyTV](#) also has some great videos.
- **SAFEME** has a Fire Extinguisher module. [ENG ESP](#)

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We are wishing you all a safe and enjoyable holiday season!

***Rick Means***

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