

January 2022

Dear RETRO Members,

As we begin a new year, it's the perfect time to get back to basics and make sure your record keeping is up to date, such as:

- Ensuring your safety meeting binder is current with the last 12 safety meeting notes
- Preparing your OSHA Log and keeping it updated and ready for posting by February 1
- Reviewing your Accident Prevention Program and making necessary adjustments for 2022

Keeping these documents current helps you maintain and enhance the safety culture at your shop!

Winter Hazards

As winter approaches, there are additional hazards to watch out for, such as:

- Parking lots where many Struck By accidents occur
- Use of extra space heaters and the potential overloading of electrical circuits
- Prompt ice/snow removal
- Awareness of cold temperatures, which can freeze pipes and lead to water damage in your store
- Slick wet and frozen road conditions



Here are some handy links for addressing these hazards:

[Parking lot safety](#)

[General Emergency standards](#)

[Driving Tips](#)

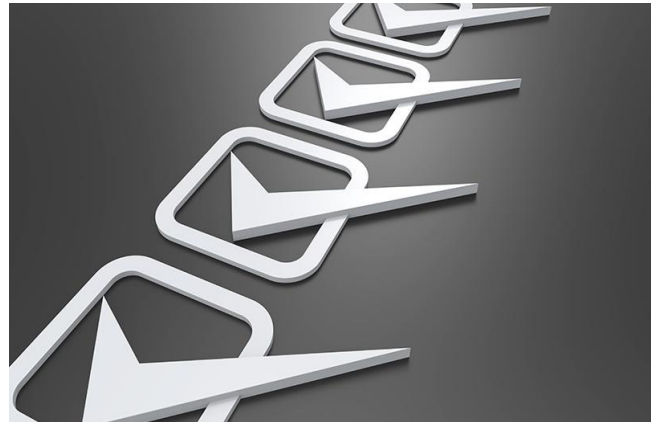
[Cold/Stress Equation](#)

OSHA 300 logs

Many of our members, such as automotive businesses, must maintain annual accident logs for the prior year unless they have ten or fewer employees.

OSHA exempts many businesses from this reporting requirement depending on their NAICS code.

You can use [this link](#) to see if your business type is exempt from reporting.



If you have determined that your company must record accident logs, you'll want to make sure to update your OSHA 300 form with *recordable incidents* for all of 2021. Use [this link](#) for a decision tree to help you determine what incidents are considered recordable.

After recording all 2021, you will need to transfer the recordable totals onto the OSHA Summary sheet, form **300A**, which **must be posted from February 1, 2022, until April 30, 2022**, on your safety bulletin board for all employees to review. Fillable PDF forms can be downloaded from [this link](#).

Employers who had over 19 employees *at a single location in 2021* will be required to [electronically file](#) the 300A form *for that location* with OSHA **by March 2, 2022.**

If you need more information or have any questions, please contact me personally.

Helping you with safety,

Rick Means

Director of Safety and Education
618 Quince SE Olympia, WA 98501
rick.means@retailassociationservices.com
360-943-9198 ext. 118