January 2025

Dear RETRO Members,

**Safety Mindset Matters: Ensuring a safe and healthy New Year**



Now that the Holiday Season has passed, it’s the perfect time to refocus on safety and set your business up for success in 2025. Ensuring items like your Accident Prevention Plan are updated for L&I compliance is crucial, but it’s equally important to foster a culture of safety and reinforce safe behaviors among your staff.

One effective way to engage employees in safety is to ask them for suggestions on how to improve safety in the workplace. Employees who contribute to the process are more likely to adopt and maintain safe practices. Consider turning it into a fun activity, such as a “Hunt for the Hazard” game and offer rewards for participation and ideas.

Here are some key areas to consider for safety improvements:

* Consistency: Coming back from the holiday season may have your employees out of their safety routine. It’s essential to remind them to stay mindful of safety practices as they return to work.
* Safety Meeting: A quick safety refresher meeting can serve as a reminder of the importance of safety and reinforce your commitment to a safe workplace.
* Engagement: Make sure your employees feel involved in the safety program. When they feel their input is valued, they are more likely to take ownership of safe practices.

**eAPP User Survey: Help us improve our website.**

[eAPP](https://eapp.waworksafe.org/) (<https://eapp.waworksafe.org>) User Survey: We are conducting a quality assurance survey to evaluate the ease and intuitiveness of the APP creation process.

Your feedback is valuable in helping us improve. Please share your thoughts with us via the link [HERE](https://www.surveymonkey.com/r/MDPL78G) (https://www.surveymonkey.com/r/MDPL78G).



**Slips, Trips, and Falls during an Icy Season**

Slips, trips, and falls are among the most frequent workplace accidents, posing a risk of serious injury to employees, customers, and visitors. It's essential to regularly identify and correct hazards in parking lots, walkways, stairwells, and other high-risk areas. With proper training, good housekeeping, and a proactive safety mindset, you can prevent these accidents before they happen.

To help with this, check out the SAFEME Essentials app and take the Slips, Trips, and Falls module, or refer to the [**Slips, Trips, and Falls Handout (https://wrasafeme.org/lesson/slips-trips-falls-101)**.](https://retailassociationservices.sharepoint.com/sites/RSSafetyEd/Shared%20Documents/Safety/Monthly%20Safety%20Packets/2025/01%20-%20Jan/Slips%2C%20Trips%2C%20and%20Falls%20Handout%20%28https%3A/wrasafeme.org/lesson/slips-trips-falls-101%29.)



**What to prepare to reduce L&I Citations**:

If an L&I Compliance inspector visits, they’ll likely ask for the following documents:

* Accident Prevention Program
* Safety Meeting notes
* Hazardous Chemical Program (if applicable)
* Training records (PPE, Forklift, First Aid, etc.)
* Accident Investigation Reports

In 2024, the most common citations included:

* Safety Meeting and Safety Committees
* Chemical Hazard Communication
* Personal Protective Equipment (PPE)
* Accident Prevention Program
* First Aid & Eyewash and Emergency Washing Facilities

Each citation comes with fines, which can quickly add up, especially if it's a repeat violation. Missing or incomplete documentation can also expand the scope of the inspection, potentially resulting in additional citations and penalties. For support in staying compliant and reducing risks, explore our [**Ambassador Program**](https://waretailservices.com/safety/safety-ambassador-program/) (<https://waretailservices.com/safety/safety-ambassador-program/>) for assistance.



**OSHA Logs** **and what you need to know**:

Many of our members are required to maintain an annual accident log. Your **2024 OSHA log (Form 300)** should be updated and posted on the **Form 300A summary sheet** in your break room between **2/1/2025 and 4/30/2025** for employees to review.

* Need help understanding which accidents are recordable? Use this https://www.osha.gov/recordkeeping
* Access the **OSHA forms here**. https://www.osha.gov/recordkeeping/forms
* Check if your company is exempt from reporting accidents **here**. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.osha.gov/sites/default/files/publications/OSHA3746.pdf
* Some of you will also need to report the 300A electronically. Be sure to set up your login now, as there is a new process.

If you need further assistance, don't hesitate to reach out to us.

**Always - *Think safe. Act safe. Be safe.***

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