



December 2017

Dear RETRO Members;

December is National Highway Traffic Safety Administration [Stop Impaired Driving Month](#). It is now referred as 'impaired' driving because it encompasses alcohol and drugs. These substances take a while to work through the human body and when a person shows up for work they still can be impaired even though it has been many hours since partaking the substance. This can affect the safety of that employee as well as the others the work with them. Please review your policies and update them to include alcohol, prescription drug abuse and other drugs.

First topic is: **Open/Closing Safety** – retail establishments have varying hours that often put their employees working in non-daylight hours. Some operations offer their customer 24 hour service which can put employees that open or close in those odd hours at risk for robbery or other safety hazards. Please review your opening and closing policies and then make sure those employees are trained and prepared for any type of incident.

The [RASI Safety Library](#) has section on *Working Late* and *Violence* to help you on this topic. Here is the [L&I Rule](#) for reference. Let me know if you have additional questions or need some help with this.

The next item is: **Fire Safety** - It is a good 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 those fire extinguishers holding up? Do you have enough for your location? Are emergency exit doors free from blockage and operating correctly? When did you last perform a fire drill exercise? Assume that if a fire were to happen, are all the things in place for everyone to safely exit?

Here are a couple of great links for more fire safety tips see the [RASI Safety Library](#) for handouts, PowerPoint and videos in the *Fire* section. [RASI SafetyTV](#) also has some great videos as well.

Wishing you all a safe and enjoyable holiday season!

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