

January 2018

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? How about the OSHA Log - updated to be ready for posting in February? It is also a good time to review your Accident Prevention Program and make any adjustments for 2018. To assist you at your monthly safety meeting, we are recommending these topics:

First topic: **Winter Hazards.** As winter approaches there are additional hazards to watch out for, areas such as parking lot safety, use of extra space heaters and the potential of overloading electrical circuits, ice/snow removal, cold temperatures that can cause freezing pipes which can lead to water damage in the store and how to drive in slick conditions. Here is some information to help you with those topics:

[Parking lot safety](#)

[Plan to stay in business](#)

[General Emergency standards](#)

[Driving Tips](#)

[Cold/Stress Equation](#)

The second item: **OSHA Logs.** Many of our members have to maintain annual accident logs for the prior year. The 2017 log (form 300) needs to be updated onto a summary sheet (form 300A), which will need to be posted from 2/1/2018 until 04/30/2018 on the bulletin board for all employees to review.

If you need forms go [here](#)

To see if you are [exempt from reporting](#)

The final item: **Jack Stands**. Jack stands can make for a great extra set of 'hands' to support your work. They also provide additional support and safer environment for the worker underneath the vehicle. While using jack stands make sure they are on a firm foundation and are rated to carry a load greater than the vehicle weight. All of your jack stands need to have their [load level stamped](#) in a visible location. If you are using older jack stands, please see if you can locate the load rating information on them. If not, pull the jack from service until you mark it with correct load weight in some manner or replace it with a new one.

Here at WRA, we want all employees to take the time and be safe! Remember, DOSH can fine your business if you are not holding and documenting regular safety meetings.

Helping you with safety,

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